EMERGENCY PROCEDURES MANUAL

University of Illinois at Chicago

College of Medicine at Peoria
One Illini Drive
Peoria, Illinois 61605

prepared by
The UICOMP Safety Council

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INTRODUCTION AND PURPOSE

Recent disastrous fires, bomb threats, and other emergency situations have intensified concern for the safe and rapid evacuation of personnel from either the area involved or an entire building. An emergency situation can pose additional and unique problems, particularly in multiple story buildings. Experience dictates that a safe and successful evacuation during an emergency is dependent on thorough preplanning, organization, education, training, and the rehearsal of emergency procedures.

To provide safe evacuation of the COLLEGE OF MEDICINE AT PEORIA facilities and in the event of fire, bomb threat, or other emergency, the procedures in this manual are to be followed unless otherwise directed by police or fire department officials. Members of the UICOMP Critical Incident Team will be assigned to each floor to carry out the procedures outlined in this plan. All employees on their floor will follow the team members’ instructions in the event of an emergency.

REMEMBER

SAFETY OF LIFE IS PARAMOUNT OVER EQUIPMENT OR OTHER CONCERNS

PURPOSE

To present the information required to protect life and property during emergency situations by providing detailed information about policies, procedures, responsibilities, and resources for responding to specific problems.
EMERGENCY PROCEDURES

ORGANIZATION

To effectively and efficiently implement the provisions of the emergency plan, a Critical Incident Team has been established.

During an emergency, Critical Incident Team members are responsible for the positive exercise of leadership in providing for the safety and security of employees. This responsibility is inherent at every level of supervision and management within the area of its boundaries. The responsibility continues even after evacuation until the emergency is terminated.

Critical Incident Team

Each floor or zones within a floor will be under the direction of a member of the Critical Incident Team who is responsible for the evacuation of occupants in the event of an emergency.

In preparation for a fire or other emergency, the Team member shall:

A. Supervise and direct the activities of the occupants during emergencies and drills.
B. Be familiar with all the various layouts of assigned floors, the emergency plan, and the location and operation of any available fire alarm system, fire protection equipment, and coded door locks.
C. Know the normal number of personnel on each assigned floor.
1. Keep an emergency contact list of all personnel in their area.
2. Keep a copy of a list of occupants of the floor for roll call purposes at evacuation areas.
D. Know the location of, and routes to, exits and refuge areas.
E. Notify the College Of Medicine At Peoria Facility Services Director of any changes in emergency organization personnel under his jurisdiction, including himself/herself.
F. Be assigned to cover the base floor.
G. Study the floor plan, the number of occupants, and the number of exits for the purpose of dividing the population into groups in order to formulate the traffic pattern to primary and secondary exits for each group.
H. Perform frequent inspections to determine that all fire exit doors to stairs on his/her floor are maintained in the closed position, and that none are obstructed, inoperable, or locked.
I. Have available a current listing of all personnel with physical disabilities who cannot use stairs unaided.

In the event of a fire or other emergency, the Critical Incident Team member shall:

A. Verify that the College Of Medicine At Peoria Facility Services Director and Fire Department have been notified.
B. Determine the location of the fire, if known, and report data to the Fire Department. Do not search for the fire.

C. Inform all persons on the floor of the fire and prepare to evacuate.
   * Direct the occupants of the building to proceed to their designated refuge area. For the College Of Medicine At Peoria building, this refuge area shall be the Visitors’ Parking Lot (see Map One).
   * Select the safest stairway or other exit to use for evacuation based on the location of the fire and information received from the Fire Department.
   * Check the environment near the designated fire exits before entry by occupants and if affected by smoke, an alternate exit shall be selected.
   * Take a head count, if possible, to determine if all of the known occupants have been evacuated.
   * Inform the Fire Department of missing, injured, or deceased (if known). NOTE: Refer to later in this Emergency Procedures Manual for specific procedures in other types of emergencies.
MAP ONE: OVERVIEW OF COLLEGE OF MEDICINE AT PEORIA BUILDING AREA, SHOWING SURROUNDING BUILDINGS AND BUILDING REFUGE AREA.
HANDICAPPED PERSONNEL

The Critical Incident Team member shall maintain a list of physically handicapped personnel. The list shall contain the following:

A. Person's Name  
B. Floor  
C. Normal Location  
D. Department  
E. Responsible Critical Incident Team member  
F. Description of Handicap  

A "BUDDY" should be assigned to handicapped personnel to provide assistance during emergencies.
ACCIDENT OR ILLNESS

In the event of an accident or illness of an employee or visitor on College Of Medicine At Peoria premises:

Call 9-911 immediately and request assistance.

Give the following information:

* Street address (One Illini Drive, Corner of Main St. and Kumpf Blvd.).
* Name of Building (University of Illinois College of Medicine).
* Floor level (WILL VARY).
* Room number (WILL VARY).
* Other pertinent information about the fire or emergency.

HAVE SOMEONE MEET THEM OUTSIDE THE BUILDING,

Call the College Of Medicine At Peoria Human Resources office at 671-8518.

DO NOT move the injured or ill person. Try to make them comfortable.

If possible, have someone meet the emergency unit at the Lobby door of the building.

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

In case a staff member, student, or visitor suffers a sudden cardiac arrest or severe arrhythmia, there are two automated external defibrillators (AEDs) available in the building. The cabinets containing the AEDs are located on the first floor across the hall from the lower entrance to A100-1, and on the second floor on the wall adjacent to A215. Each cabinet holds an AED and an emergency kit containing everything one would need to administer CPR and effectively use the AED.

There are a number of UICOMP staff members throughout the facility that are trained to use the AEDs. While training is not required to use an AED, it is recommended. Training is available at UICOMP in Cardio Pulmonary Resuscitation (CPR) with AED use. Please contact Human Resources at 495-8165 to inquire about registering for a training session.
EMERGENCY HELP

911 PROCEDURES

WHEN TO CALL 9-9-1-1

Use the following symptom/situations and common sense to determine what is a true emergency then call 9-9-1-1.

* Severe traumatic injuries.
* Traffic accident casualties.
* Injuries from falling.
* Severe head injuries.
* Heat related symptoms.
* Any illness requiring immediate medical attention.

If you are unsure as to the seriousness of the injuries or the situation do not hesitate to call 9-9-1-1.

WHAT TO SAY

Dial 9-9-1-1 and give the following information:

* Nature of the emergency.
* Exact address and cross street.
* Telephone number from which you are calling.
* Your name.
* Floor number.
* Room number or area of location.
* Do not hang up, additional information may be needed.

EMERGENCY NUMBERS

Building Maintenance = 671-8520 or 671-8516
City Police (non-emergency)= 673-4521
*Ambulance 9-911
Fire Department 9-911
Police Department 9-911

Safely Resources (See Below)

Radiation Safety = 671-3407
Emergency Response Service = 671-8084
Rape Crisis & Abuse = 691-4111
Poison Control Center = 1-800-942-5969
Suicide Hotline = 673-7373
Hospital = 655-2477(OSF Saint Francis)
672-5500 (Methodist Medical Center)
691-1069 (Proctor Hospital)

*see accident or injury
**FLOOR OR BUILDING EVACUATION**

* Remain calm.
* Close all doors as you leave.
* Proceed to the nearest practical fire exit.
* Follow the instructions of the Critical Response Team Member and proceed out the fire exit. Keep to the right so that emergency personnel, etc., may use the exit.
* Request help for physically handicapped persons from emergency personnel.
* Do not return to the evacuated building until instructed to do so by the Fire Department or authorized College Of Medicine At Peoria officials.

**EVACUATION PROCEDURES**

The order for total evacuation will be given only in extreme cases, and then only by the building Critical Response Team Member, in coordination with the Fire or Police Departments or College Of Medicine At Peoria officials. When leaving the building, move quickly; stay calm and keep clear of emergency vehicles, equipment, and personnel.

Go to the designated refuge area in the Visitors’ Parking Lot and stay there until directed otherwise by the Critical Response Team Member, the Fire, Police Department or College Of Medicine At Peoria officials.

1. When or if an order to evacuate is issued, employees will walk in an orderly manner to the nearest available exit.
   A. Only stairwells will be used.
   B. Exit doors should remain closed except for exiting. Do not prop open.
   C. Once in the stairwell, employees should proceed immediately to the outside predetermined Refuge Area in the Visitors’ Parking Lot.
2. Employees shall remain at their designated Refuge Area until requested to return to their workstations by the Critical Response Team Member, a member of the Fire Department or College Of Medicine At Peoria official.
3. The Critical Response Team Member will assist the evacuation of disabled or handicapped employees.
4. The designated Critical Response Team Member will insure, through an alternate, or other supervisors, that:
   A. The entire area is cleared; i.e.: restrooms, storerooms, conference rooms, etc.
   B. All money, safes, records, etc., in each office is secured.
   C. Operating machines are turned off, if possible.
   D. All doors, particularly fire doors, are closed upon exiting.
5. Predetermined evacuation procedures may be modified depending on the situation. Strict compliance to orders issued by the Critical Response Team Member, the fire department, or
College Of Medicine At Peoria officials is mandatory
6. Once in the Refuge Area, readmittance to the building for any reason - purse, coat, etc. - will not be permitted until an all clear announcement is made.
7. Once every six months, the Critical Response Team Members will direct a complete stand-up fire drill of all employees in the building.

**EVACUATION "FLOOR" PLAN**

A "YOU ARE HERE" type of floor plan (Map Two) is posted at both ends of the building's main corridor (hallway). This should be reviewed regularly to familiarize all occupants with its contents and directions.

The Evacuation Floor Plan sketches include the following information:

A. Evacuation routes from the building
   B. Designated fire extinguisher and fire hose cabinet locations

**IT IS IMPORTANT THAT EVERYONE FAMILIARIZE THEMSELVES WITH THE EVACUATION FLOOR PLAN FOR THE BUILDING AND THEIR PARTICULAR AREA.**

The closest emergency exits for the specific rooms occupied as lab or office areas are as follows. Based on the specific situation, alternative building exits from the central hallway may have to be used.
MAP TWO: EVACUATION MAP OF BUILDING, SHOWING EXIT ROUTES AND TORNADO SAFETY AREAS.

Those exiting to the patio should move to the east.

1st Floor

2nd Floor

Tornado Safety Area
3rd Floor

Tornado Safety Area
REMAIN CALM

* Immediately leave your area, closing all the doors behind you.
* If an audible alarm has not been automatically activated, immediately call the Fire Department (9-911) from another location and follow local procedures. Report the following information:
  - Street address
  - Nearest cross street
  - Floor level
  - Room number
  - Other pertinent information about the fire emergency

* As soon as possible notify the Facility Services Office at 671-8520 or 208-4358.

BE PREPARED

Your own common sense is the finest safety device ever developed. Above all remember to use your head!

Determine in advance the nearest exit to your work location and the route you will follow to reach that exit in the event of an emergency. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use. Check the evacuation drawing in the hallway. This tip will be very helpful in the event you encounter heavy smoke.

Remember, if you encounter heavy smoke, often the smoke may camouflage the exit signs above the door. If you know in advance how many doors you will have to pass, you can then crawl or crouch low with your head below the smoke (watching the base of the wall) and count the doors you pass so you will know when you reach the exit door.

If your clothing catches fire ... STOP...DROP...ROLL

Any attempt to fight a fire should be limited to the discharge of one appropriate hand held fire extinguisher, if properly trained. Do not attempt to fight a fire if this action puts you or anyone else in danger.

Fire extinguishers are located in various hallway areas of the building.

Go to your designated Refuge Area and stay there until released by the Critical Response Team Member, the Fire or Police Department, or College Of Medicine At Peoria officials. Keep all talking to a minimum to reduce noise and confusion, and to insure that instructions and roll
calls by the Critical Response Team Members can be heard.

**FIRE DISCOVERY**

If you smell smoke:
- Notify the College Of Medicine At Peoria immediately (0).
- Notify the Critical Response Team Member.

If you see smoke filling the air or room:
- If practical or possible, keep people away from the affected area while evacuating until relieved by the Critical Response Team Member. If not, **leave**, using the fire exits.

If you see fire where it should not be:
- If the fire is of wastebasket size or type and you know how to do so, get the nearest fire extinguisher and put it out.

*Never trace the source of smoke or fire that is not obvious.*
*Never put yourself or anyone else in danger in order to try to extinguish a fire.*

**FIRE DRILLS**

Fire drills shall be conducted at least once every six months. All occupants of the building shall participate in the fire drills; however, they are not required to leave their floors or use exterior exits unless instructed to do so by the emergency staff. Assembling outside their assigned stairwell or exterior exit fulfills the intent of the fire drill.

Since it is vital that this plan function under emergency conditions, fire drills may be conducted at unexpected times to prove their effectiveness and condition employees to emergency operations.

Alternate routes should be used to condition the emergency organization and building occupants to situations that might occur during an actual emergency. The plan will be designed to familiarize the occupants with all the alternate means of egress that are available.

A written record of all drills will be kept by the Director of Facility Services for a period of three years and should be readily available for inspection.

Observers from the Fire and Police departments, Safety Office, or other agencies, may be invited to observe and comment on fire drills.

Shortly after the fire drills, the Critical Response Team Members will hold meetings with the staff to determine the effectiveness of the fire drills, and to assure that procedures are being followed in accordance with this emergency plan. Any deficiencies should be noted and
reviewed with the Director of Facility Services for immediate correction.

Consideration should be given to include, in the fire drill, instructions and practice in the use of fire protection equipment for some, or all of the building's occupants.
MAJOR NATURAL DISASTERS

TAKE TIME TO THINK

* Your State Office of Emergency Preparedness will activate warning signals in the affected areas (warning sirens).

* Whenever a major storm or other peacetime disaster threatens, keep your radio or television set tuned to hear weather reports and forecasts (issued by the National Weather Service) as well as other information and advice that may be broadcast by local government.

* Use your telephone only to report important disaster events to authorities and the Building Management Office. If you tie up the telephone lines simply to get information, you may prevent emergency calls from being completed.

* Stay away from disaster areas.

* Follow the advice and instructions broadcast over the radio Emergency Warning System. The Critical Response Team Member in your area will direct you, if you are required to evacuate your work area.

* If evacuation is required, proceed to the area of assembly designated by your Critical Response Team Member and remain there until further instructions are given.
TORNADO

Notification

Tornado Watch
* The National Weather Service will issue a Tornado Watch if there is the possibility of tornadoes forming in the area.

Tornado Warning
* A tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. Wind will be 75 m.p.h. or greater.
* A public warning will come over the radio, TV or five minute steady blasts of sirens by the Civil Defense warning system.

Actions to take
* Get away from the perimeter of the building and exterior glass.
* Leave your exterior office and close the door.
* Go to your designated shelter area.
* Designated stairwells are safe. If crowded, move down to a lower level for shelter.
* Do not go to the first floor lobby or outside the building.
* If you are trapped outside the center corridor, keep calm and take cover!
* Keep your radio or television set tuned to a local station for information.
* Do not use the telephone to get information or advice.
* Follow the directions of your Critical Response Team Members and College Of Medicine At Peoria officials.

TORNADO AND CIVIL DEFENSE DESIGNATED SHELTER PLAN

A diagram of designated shelter areas for all building occupants is located on the Floor Evacuation Plan (Map Two). Each Critical Response Team Member has a copy, and copies may be made for occupants, if desired.

All Critical Response Team Members should be able to account for occupants in their area.

Make sure all evacuees remain in designated area until "All Clear" is given. However, nobody will be forced to stay if they wish to leave the building. Keep notes on anyone missing or who refused to leave their work area, or decided to leave the building.
SEVERE WEATHER

Tornadoes pose the greatest severe weather risk to residents of Illinois. Since 1950 every county in Illinois has experienced tornadoes. In Illinois tornadoes can occur any time of the year, but the prime months are March, April, May, and June. The state averages 29 tornadoes each year. Most tornadoes produce winds 60 to 120 mph. The most violent tornadoes can produce winds up to approximately 300 mph.

Attached is important safety information for you to review. Knowing what to do when you hear a tornado warning can help protect you.

• Do not use elevators! The power may fail leaving you trapped.

• Do not go to your parked car!

• Go to one of the safe areas listed on the attached information, preferably on the lowest possible floor.

• Squat low to the ground. Place your hands on your knees with your head between them. Make yourself the smallest target possible.

• Leave a passageway through the center of each shelter area.

• Keep away from outside walls, doors and windows. Closed blinds and drapes will help reduce the amount of flying glass.

• For those outside during a tornado warning with insufficient time to move inside for shelter, find shelter in a ditch or other low spot below grade level if possible. If on flat ground and in the path of a tornado, move at right angles to its path; as the tornado nears lie flat and cover your head.

TORNADO AND SEVERE STORM PROCEDURES

Notification of a Warning Condition will be by a long blast of an air horn, blowing a whistle, and by phone calls.

The construction of this building qualifies it as a storm shelter in general. These areas, however, must be vacated immediately: the lecture hall (A100-1), the Main Street and west stairways, the lobby, and any area where windows are located.

WHERE TO GO

B-wing levels 1, 2, 3, and DES: Stay where you are and continue, as much as possible, normal activities.

A-wing levels 1 and 2: Go into B-wing corridors or into any room without windows.

Do Not Stay in the Upper or Lower Hallways and Lobby Areas!!!
COMMUNICATION

Be familiar with the weather **Watch and Warning** terms as defined below.

- **Watch Condition** (Conditions are favorable for tornadoes to develop.)
  
  All areas of the building will be notified by phone or messenger that this condition exists – continue normal activities.

- **Warning Condition** (A tornado has actually been sighted.)
  
  Do not leave the building—take cover. Refer to the **Where To Go** section above—stay there. If you are outside and the Civil Defense horn siren is on, it means a tornado has been sighted and a warning condition exists. Get inside and take cover!

  **All Clear** – Messengers will notify each area or phone calls will be made.

<table>
<thead>
<tr>
<th>AREA OF BUILDING</th>
<th>ROOM NAME</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>OL Area</td>
<td>Classroom</td>
<td>A100-2</td>
</tr>
<tr>
<td>A Wing - Level 1</td>
<td>Classroom</td>
<td>A-109</td>
</tr>
<tr>
<td></td>
<td>Workroom</td>
<td>A-110C</td>
</tr>
<tr>
<td></td>
<td>Workroom</td>
<td>A-116A</td>
</tr>
<tr>
<td></td>
<td>Classroom</td>
<td>A-115</td>
</tr>
<tr>
<td>DES</td>
<td>All areas</td>
<td>A-107</td>
</tr>
<tr>
<td>A Wing - Level 1</td>
<td>Men’s Restroom</td>
<td>B-101</td>
</tr>
<tr>
<td></td>
<td>Ladies Restroom</td>
<td>B-102</td>
</tr>
<tr>
<td></td>
<td>Stores</td>
<td>B-106</td>
</tr>
<tr>
<td></td>
<td>Maintenance Shop</td>
<td>B-107</td>
</tr>
<tr>
<td></td>
<td>Feed Storage</td>
<td>B-113</td>
</tr>
<tr>
<td>B Wing - Level 1</td>
<td>Classroom</td>
<td>A200-2</td>
</tr>
<tr>
<td>Stores &amp; Animal Facility</td>
<td>Classroom</td>
<td>A-215</td>
</tr>
<tr>
<td></td>
<td>Classroom</td>
<td>A-222</td>
</tr>
<tr>
<td></td>
<td>Clinic – Except for Conf. Rooms</td>
<td>A-214D</td>
</tr>
<tr>
<td></td>
<td>Library Tech Services</td>
<td></td>
</tr>
<tr>
<td>A Wing - Level 2</td>
<td>Classroom</td>
<td>B-230</td>
</tr>
<tr>
<td></td>
<td>Labs &amp; Offices (without windows)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corridors</td>
<td></td>
</tr>
<tr>
<td>B Wing - Level 2</td>
<td>All rooms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corridors</td>
<td></td>
</tr>
<tr>
<td>B Wing - Level 3</td>
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</tr>
</tbody>
</table>
EARTHQUAKE

How long will it last:
* The shaking may last only a minute or two.
* There may be after shocks (over several hours/days/weeks/months).

What are the dangers:
* Falling objects (pictures, things in cupboards and on shelves, ceiling tiles and fixtures. furniture, file cabinets and bookshelves).
* Swinging doors and broken windows.
* Many things may stop working (lights, telephones. elevators, heat and air conditioning).
* Possible fires (from broken natural gas lines, electrical short circuits, or other causes.
* Electrical shock hazards (be aware of potential damage to electrical equipment).
* The motion may be severe. If you are standing, you may be thrown to the ground.
* Visibility may be poor inside due to dust in the air.

During the earthquake:
* Remain calm.
* Take cover under a desk or table, or in a doorway. Protect your head and neck from falling objects.
* Face away from the windows and get out of their proximity.
* Stay away from objects that could fall on you.
* Stay where you are, do not run outside. Falling debris may cause injury.
* If outdoors, stay in an open area. Do not enter a building.
* If operating an appliance: Turn it off at the first sign of shaking. Then take cover quickly.
* Do not be surprised if:
  - The electricity goes out.
  - The elevator stops.
  - If the fire alarm goes off or the sprinkler system goes on.

When the earthquake stops
* Follow the direction of the Critical Incident Team members.

Power failure
* Remain calm and in place.
* Follow direction of emergency personnel.
* If available turn on a battery powered radio to find out what is happening in your area.
* The College Of Medicine At Peoria is equipped with emergency lighting.
EARTHQUAKE EVACUATION

When the earthquake stops:
1. Check yourself for injuries.
2. Check others for injuries.
3. Call out, asking if anyone is injured or trapped.
4. Begin assembling people in small groups near supporting columns.
5. Make a rapid assessment of the damage to determine if evacuation is possible (safer than staying), or practical. Look outside, if possible, to see what ground damage occurred. If some, or all, of the ceiling has collapsed, it may be necessary to climb over it. Watch out for all electrical wires.
6. When, and only while, there is no shaking, have one group at a time carefully exit via a stairwell. When the group reaches the exit, first check that no loose debris is hanging above the exit path. Have members of the group exit one at a time quickly, and get at least as far away from the building as it is tall.
7. Do not touch anything that is hanging down or damaged.
8. Stay at your designated refuge area until otherwise directed by a Critical Incident Team member, the fire or police department or College Of Medicine At Peoria officials.
WATER DAMAGE

This type of damage can occur as a consequence of many disasters. It is a direct consequence of burst water pipes, and, often, of fire fighting activities. It is frequently an indirect consequence of tornadoes (which often are accompanied by very heavy rain). Structural failure can cause broken water, sewer, and fuel lines that can lead to water and chemical damage or to fires. Often the severest impacts of an earthquake on collections are not due to building failure itself, but rather to fires and flooding which occur as a result of that failure. Wooden and other organic objects affected by water may warp, split, check, and rot; the corrosion of metals will be accelerated; stone and masonry may erode. In addition, water enhances bacterial action, supports mold growth, dissolves pigments and finishes, and may deposit chemicals and fuels onto objects, causing other forms of secondary damage.

There are a variety of ways in which water damage can occur in the College Of Medicine At Peoria Building. Most of these will be the result of a break in a water pipe. Normally, this should cause no problem, because most laboratories have floor drains which will allow extraction of any water. However, floodwater might affect laboratory, office or repository materials before it reaches the floor drains.
POWER FAILURE

In the event of commercial power failure, the emergency lighting in the main hallway should come on in about 10-15 seconds.

During the normal workday, the College Of Medicine At Peoria will be aware immediately of any power failure.

After hours and weekends, and holidays, the building security staff should be notified: 671-3000.
BOMB THREATS

In most cases, bomb threats are meant to disrupt normal activities; however, *when a bomb threat is received, the building will be evacuated immediately and searched by qualified authorities.* The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

**If a suspicious object** or potential bomb is discovered, do not handle the object. Clear the immediate area and call 0 or 9-911. Be sure to include the location and appearance of the object when reporting.

**If a phone call bomb threat is received,** ask the caller the following questions and record the answers:

- 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?

Talk to the caller as long as possible and try to determine and record the following information:

- Time of call.
- Age and sex of the caller.
- Speech pattern, accent, possible nationality, etc.
- Emotional state of the caller.
- Background noise.
**Bomb threat report**

In addition to the questions to be asked, document the following information to the best of your ability.

**Background information:**
Sex of caller: _______   Race: _______   Age: _______

Length of call: _______   Number at which the call is received: _______

Time: _______   Date: _______

**Callers Voice:**
___ Calm   ___ Accent   ___ Slurred
___ Excited   ___ Clearing throat   ___ Raspy
___ Soft   ___ Deep breathing   ___ Nasal
___ Laughter   ___ Cracked voice   ___ Rapid
___ Distinct   ___ Angry   ___ Normal
___ Lisp   ___ Slow   ___ Deep
___ Disguised   ___ Loud   ___ Stutter
___ Familiar   ___ Crying   ___ Ragged

If voice is familiar, who did it sound like?

**Background Sounds:**
___ Static   ___ Animal noise   ___ Local
___ Clear   ___ Voices   ___ Long distance
___ Street noise   ___ PA System   ___ Factory Machinery
___ Music   ___ House noise   ___ Office Machinery
___ Motor   ___ Booth   ___ Other

**Threat Language**
___ Foul   ___ Coherent   Remarks __________
___ Well spoken   ___ Taped   __________
   (educated)   ___ Message read by   __________
___ Irrational   threat maker   __________
If Administration orders as evacuation, follow the following building evacuation procedures:

- **Do not operate** any power switch.
- **Turn off cellular phones** and other radio transmitting equipment in the area.
- **All building evacuations** will occur upon notification by emergency personnel.
- **Be aware of people with disabilities** in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary. It is suggested that people with disabilities prepare for emergencies by learning the locations of exit corridors and enclosed stairwells and by informing coworkers, faculty, and/or classmates of the best methods of assistance during an emergency.
- **If you have a disability** and are unable to evacuate, stay calm and take steps to protect yourself. If there is a working telephone, call 9-911 and tell the emergency dispatcher where you are or where you will be going. If you must move, we recommend that you move to an exterior enclosed stairwell. Ask persons exiting on the stairway to notify the Peoria Fire Department of your location. As soon as practical, move onto the stairway and wait for emergency personnel.
- **Take your purse, briefcase, car keys, coats or other important items.** You may not be allowed back into the building for an extended period of time. As you leave your area, look for suspicious packages or boxes. Report such items
- **Leave doors open**; do not turn light switches on or off.
- **Do not use elevators** during an emergency evacuation. Emergency personnel may use an elevator for evacuation after review of the circumstances.
- **When told to leave** by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
- **Once outside**, move clear of the building, allowing others to exit. Gather in the far portion of the Visitors’ Parking Lot.
- **Do not drive a car.** Roads must be kept clear for emergency vehicle use.
- **Do not return** to an evacuated building until advised to do so by emergency personnel.

**Media Information:**
• The local media will be interested in reporting the story. Please refer all media inquiries to the Coordinator of Public Information or the Dean’s Office.
• It is believed that the more publicity a bomb threat receives, the more likely repeat threats will be received.
• It is essential that one person make all statements to the media. All other persons should not discuss details with the media unless requested by the Coordinator of Public Information or the Dean’s Office.
• The Coordinator of Public Information and the Dean’s Office will coordinate the manner and sources of media dissemination for the benefit of faculty, staff, students, visitors, and parents of students.

LETTER BOMB DETECTION GUIDELINE

Suspicious media should be checked for the following:

1. Address
   a. No return address.
   b. Addressed to officer level executive either by name, title, or department.
   c. Title for the executive is incorrect.
   d. Poorly typed or handwritten address.

2. Thickness
   a. Not uniform.
   b. For medium-size envelopes, the thickness of a small book and fairly rigid.
   c. For large envelopes, bulkiness, an inch or more in thickness.
   d. Rigidity.
   e. Greater than normal, particularly along its center length.

3. Envelopes
   a. Oil stains ("sweating" of plastic explosives).
   b. Appears to have been opened and reglued, or is taped, or otherwise tampered with.
   c. Strange odor.
   d. Wires or strings sticking out or attached.
   e. Feeling of springiness in the sides, bottom, or top.

4. Packages
   a. Excessive use of tape, cord, or both.
   b. Not packaged or wrapped in a professional manner.
   c. Excessive postage or unusual class of mail.

5. Writing
   a. Marked personal, confidential or private.
   B. Marked air mail, registered, certified, or special delivery.
   c. Misspelled words.

6. Stamps
   a. More postage than required to mail the item.

7. Postmark
   a. Foreign country.
   b. Sent from a small U. S. city or town.
8. Suspicious items should be moved to a safe area.
   A. Carefully set the item down and make sure it is not touched by anyone.
   B. Notify Police Department. 9-911.
HAZARDOUS MATERIALS

Hazardous materials are chemicals or substances which are physically hazardous or present other health hazards, whether the materials are in a usable or waste conditions.

Hazardous materials include:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxic Chemicals</td>
<td>Can be a gaseous, liquid, or solid and can cause illness or death if not handled properly.</td>
</tr>
<tr>
<td>Radioactives</td>
<td>Danger of radioactive contamination, long term exposure can be a serious health threat.</td>
</tr>
<tr>
<td>Dangerous Liquids</td>
<td>Give off vapors that can form an explosive mixture when mixed with air.</td>
</tr>
<tr>
<td>Dangerous Gases</td>
<td>Can be corrosive, combustible, flammable, explosive, poisonous, or all of these.</td>
</tr>
<tr>
<td>Explosives</td>
<td>Mixtures or compounds that can cause an explosion.</td>
</tr>
<tr>
<td>Corrosives</td>
<td>Can destroy living issue and other substances.</td>
</tr>
</tbody>
</table>

How to handle hazardous materials

* Before handling, obtain proper training, read the labels and warnings, and follow all recommended precautions.
* Know what to do if the substance or spills. This information is available on the Material Safely Data Sheet (MSDS). DO NOT attempt to handle leaks or spills without proper training.
* Unknown substances should be considered hazardous until they can be identified as to their contents.
*Handled carelessly, hazardous substances can cause injury, illness or even death.
* Hazardous substance emergencies can affect large areas and many people.

In case of a spill or leak

* Immediately evacuate the area,
* Call the College Of Medicine At Peoria Safety Office – 671-8520 or 0-- and give them the following information:
  * Floor Level.
  * Room Number or Area.
  * Other pertinent information about the hazardous emergency.
* Follow their instructions.
* If injuries have occurred, call the Police Department – 9-911, immediately and provide the same information.
HAZARDOUS MATERIAL SPECIAL INSTRUCTIONS

In a hazardous material incident in the building,
1. If the agent is migratory, the entire building must be cleared and secured.
2. If the agent is radioactive, move occupants out of range and prohibit proximity.
3. If the agent is stationary, prohibit contact.

If ordered to evacuate, go to your designated Refuge Area or as directed by a Critical Incident Team member, fire or police department, or College Of Medicine At Peoria official.

Some indications of hazardous material spill are as follows:
1. A liquid giving off an odor when exposed to air.
2. A liquid foaming when spilled.
3. A liquid staining floor or carpeting when spilled.
4. A haze in the air or visible fumes or odors from a spill.
5. Sudden headaches or fainting of several or many occupants.
6. Itchiness, rashes, choking, eye tearing, or runny noses of several or many occupants.

These symptoms may not appear suddenly. They may occur gradually over hours or days or weeks, depending on the size and type of material. A few, several, all, or none of the occupants may acquire symptoms.

If there is any suspicion about any material that has spilled, clear the immediate area and call the College Of Medicine At Peoria Safety Office – 671-8520 or 0--.

Try to use good judgment about any spill, but above all, play it safe.

Keep in mind that hazardous materials are not used or stored at this facility in significant amounts to constitute a hazardous area. What few materials are used, are in containment areas, and in small amounts. All flammable materials are stored in flame-resistant storage cupboards. Eye Wash Stations are available for use in laboratories, where most chemical usage is occurring. Material Safely Data Sheets (MSDS) of all chemicals used by the College Of Medicine At Peoria are on file and available for review or may be obtained at http://www.msdsonline.com/Advantage/Search/.

NEVER ATTEMPT TO CLEAN UP A HAZARDOUS SPILL UNLESS YOU HAVE THE PROPER TRAINING AND PROTECTIVE CLOTHING.
HAZARD INDICATORS

Any abnormal, obvious conditions should be reported to the Critical Incident Team member or
the College Of Medicine At Peoria immediately.

"Obvious conditions" apply to a smell or scent, sound, or visual observation, generally by come
or all occupants in an area, rather than sensitivity by one person to a specific thing.

Abnormal obvious conditions would be:
* Eye irritation.
* Persistent symptoms or illnesses.
* An odor of gas, sewer, electrical, or other.
* A haze in the air.
* Visible dust clouds or fumes.
* A vibration.
* A crack developing in a structural wall, floor, or ceiling.
* An unusually hot spot in a wall, floor, or ceiling.
* Hissing or grating sounds that cannot be explained.
* A sudden pop or bang sound that cannot be explained.
* Any suspected water leak.
* Anything dripping from the ceiling.
* Dirt or grit continually or regularly falling from the ceiling.

In order to ensure hazardous conditions do not occur, or are corrected as soon as possible,
the Critical Incident Team member at a minimum of once a year shall inspect the building, using
the attached Workplace Inspection Form (SEE APPENDIX TWO). Items needing correction by
building staff shall be done as soon as possible after being noted. Items the building staff cannot
correct shall be brought to the attention of the building maintenance staff.

CIVIL DISTURBANCE
1. On any floor actually involved:
   A. Notify Critical Incident Team member immediately.
   B. Secure records, disconnect office machines, and lock doors, time permitting.
   C. Report suspected presence of incendiary or explosive materials to Critical Incident Team member.
   D. Avoid contact with dissident parties.
   E. If order is given to evacuate floor or building, remove handicapped and injured persons first.

2. On a floor not actually involved:
   A. Notify Critical Incident Team member immediately.
   B. Remain in your office or area for further instructions.
   C. Be alert for suspect persons in your area.

3. In the event an explosion occurs in an area already evacuated, report the occurrence to your Critical Incident Team member and do not reenter the area until cleared to do.

4. As soon as possible, the Critical Incident Team member will notify the security director at building operations.

Safety and security are basic responsibilities of every building occupant.

If you see something unsafe that is within your power to correct, do so. If not, at least call someone to get it fixed or fill out a work order on the Internet (http://www.myschoolbuilding.com).

The key to security is awareness. Be aware of what is going on around you always.

A door ajar, a window unlocked, a light off that should be on, a stranger's actions, are only a few signals.

If you ever notice a peculiarity in an otherwise normal situation, call someone.
VIOLENCE IN THE WORKPLACE

Violence in the workplace can happen anywhere. We cannot create a flawless job site, however, by taking precautionary steps we can help reduce the possibility of violence by making all employees more aware of this alarming occurrence.

The College Of Medicine At Peoria is aware of its responsibility to provide a safe work environment. While respecting individual rights is important, priority certainly must be given to the safety and welfare of all employees. It is for this reason the College Of Medicine At Peoria has instituted the following conditions:

1. All employees, with the exception of law enforcement personnel, are strictly prohibited from possessing deadly weapons while occupying any facility owned, leased or rented by any College Of Medicine At Peoria entity. This also applies to College Of Medicine At Peoria motor vehicles and any other equipment. A "Deadly weapon" means but is not limited to a firearm, explosive or incendiary material, ... or other device or substance, which in the manner it is used or is intended to be used is reasonably capable of producing death or serious bodily injury." Any employee found to be in violation of this directive will be subject to disciplinary action. The College Of Medicine At Peoria will use all available resources in determining and applying appropriate disciplinary action.

2.) Employees communicating threats to other employees, clients, vendors or constituents will be subject to disciplinary. All management positions are responsible for insuring incidents of this nature are reported to the Human Resource Officer immediately. At that time the Human Resource Officer will conduct an investigation of such occurrence prior to any disciplinary action. Information will be sought from all known parties.

3) In the event threats are communicated by clients or constituents, employees should not respond in kind. Remain calm and assuming the threat is verbal in nature, contact your supervisor. If the conflict involves a weapon in the building or elsewhere at the College Of Medicine At Peoria, the Police Department should be contacted immediately (9-911). Supervisors should make sure each office site is familiar with this process. If escalation occurs, the building should be evacuated using the plans presented above. Staff awareness is of great importance. Natural disaster evacuation plans should serve hostile action as well.

4) Employees are responsible for notifying Administrative Affairs of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on University property or in connection with University employment.
Each employee who receives a protective or restraining order which lists University-owned or leased premises as a protected area is required to provide Administrative Affairs with a copy of such order.
APPENDIX ONE

INCIDENT/ACCIDENT FORM
UNIVERSITY OF ILLINOIS at CHICAGO
EMPLOYEE'S INJURY REPORT
Every work-related injury or disease is to be reported to your direct supervisor.
Please TYPE or PRINT CLEARLY in the spaces provided.

EMPLOYEE SECTION

IS THIS A CLAIM FOR WORKERS' COMPENSATION?  □ Yes  □ No

PERSONAL INFORMATION

Name__________________________  SSN__________
Street________________________  Phone__________  UN________
City___________________________  State__________  Zip___________  Birth Date________
Sex  M  F  Marital Status  S  M  Sep  W  D  Number of Children Under Age 18_______

EMPLOYMENT INFORMATION

Job Classification  □ Academic Professional  □ Faculty  □ Staff  □ Student  □ Extra Help
Job Title__________________________  Department________
Work Days Scheduled Per Week  M  T  W  R  F  S  S  Hours Scheduled Per Work Day________
Campus Phone__________  Date of Hire________

EMPLOYEE'S REPORT OF ACCIDENT/INJURY

Date of Accident/Injury__________________________  Time: □ AM  □ PM  Date Reported________________
Exact Location of Accident: Room #__________  Building and/or Address________
Description of Accident "While_____________________
_____________________
_____________________
_____________________
_____________________

Body Part Injured_____________________
_____________________
_____________________

Recommendation for Prevention_____________________
_____________________
_____________________

Did you report this to your supervisor?  □ Yes  □ No
If no, to whom?_____________________

Do you have a second job?  □ Yes  □ No
If yes, where?_____________________

Did you receive medical treatment?  □ Yes  □ No
If yes, at what facility did you receive treatment?_____________________

Is this a recurrence/aggravation of a previously reported injury?  □ Yes  □ No
If yes, please explain_____________________

WITNESSES OF ACCIDENT/INJURY

Name__________________________  Campus Phone__________  Home Phone________
Home Address_____________________

Name__________________________  Campus Phone__________  Home Phone________
Home Address_____________________

I attest that the above information is true and correct.

Signature of Employee__________________________  Date________________
SUPervisor's Name___________________________________________  Home Phone____________________
Title______________________________________________________  Campus Phone__________________

Were you an eyewitness to this accident/injury?  Yes  No

If so, describe the accident/injury.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

If not, how and when did you learn of the accident/injury?
_________________________________________________________________________
_________________________________________________________________________

What was reported to you?
_________________________________________________________________________
_________________________________________________________________________

Did the employee seek medical care?  Yes  No

Where did the employee go for medical attention.
_________________________________________________________________________
_________________________________________________________________________

What could the employee have done to avoid the injury?
_________________________________________________________________________
_________________________________________________________________________

Is the employee on University Payroll?  Yes  No

Is the employee currently working?  Yes  No

Employee’s Department____________________________________  Employee’s Department Code,________

Wage Account From Which Employee Was Paid on Date of Accident________

Signature of Supervisor________________________________________  Date

If there are any questions, please call Office of Workers’ Compensation Management at (312) 996-7581
Or the toll free number at Urbana-Champaign (877) 866-4067

SEND ORIGINAL TO: Office of Workers’ Compensation Management, 715 S. Wood Street, Suite 314
Chicago, IL 60612 (MC-940)

RETAIN A COPY FOR YOUR DEPARTMENTAL RECORDS

(REV 07/2005)
APPENDIX TWO

WORKPLACE INSPECTION FORM
### General Polices/Practices

<table>
<thead>
<tr>
<th>OK</th>
<th>Not OK</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

- Each department has safety rules
- Injuries must be reported immediately to the supervisor
- Hazards must be reported to a supervisor immediately after they are discovered
- Supervisors are required to investigate all accidents in a timely manner and to route reports to the Unit Safety Coordinator
- Only employees are permitted to operate College of Medicine at Peoria owned vehicles and equipment
- Accident and injury reports are reviewed by supervisors and discussed with employees

### Grounds and Building Entrances

<table>
<thead>
<tr>
<th>OK</th>
<th>Not OK</th>
<th>Recommendations</th>
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<tbody>
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</table>

- Grounds are free of unusual hazards such as holes, protrusions, and other obstacles
- Trees are free of loose branches or protruding roots
- Fences are structurally sound and free of holes
- Sidewalks, entrances, steps, and lawns are properly maintained
- Walkways and paved areas are free of cracks and loose pavement
- All doors and windows are in working condition
- Outside lighting is sufficient around pedestrian traffic areas
## Buildings and Structures

<table>
<thead>
<tr>
<th>OK</th>
<th>Not OK</th>
<th>Recommendations</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceilings are free of cracks</td>
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<td></td>
</tr>
<tr>
<td>Rest rooms are free of water hazards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handrails and treads in stairways are in good condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stairway risers are of proper height</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting in stairways is adequate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floors are free of holes, splinters, protrusions, slippery areas and loose boards, tiles or carpet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All openings in floors are covered and marked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisles and passageways have adequate width and are unobstructed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aisles and passageways are well-defined and marked or painted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work areas have adequate lighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work areas are well-ventilated and free of fumes</td>
<td></td>
<td></td>
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</tbody>
</table>

## Fire Safety

<table>
<thead>
<tr>
<th>OK</th>
<th>Not OK</th>
<th>Recommendations</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All emergency exits are properly marked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each building has an evacuation and emergency preparedness plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees are familiar with evacuation plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire extinguishers and other fire fighting equipment are checked regularly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprinkler system is in good working condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire alarms and smoke detectors are checked regularly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubbish and used chemicals are disposed of properly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explosive or flammable materials are properly stored and ventilated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Machinery, Tools and Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>OK</th>
<th>Not OK</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>All machinery and equipment is maintained properly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belts, gears, chains, clutches and shafting are properly guarded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective point-of-operation guards are in place</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Equipment and facilities are free of oil or grease spills             |    |        |                 |
| Gas cylinders are in good working condition and chained in place     |    |        |                 |
| Tampering or unauthorized use of any machinery or equipment is prohibited |    |        |                 |
| Tools and machines are free of split or loose handles                |    |        |                 |
| All cutting edges are sharp                                          |    |        |                 |
| All tools are maintained in a good state of repair                   |    |        |                 |
| Ladders, scaffolds, and horses are of standard construction and in good condition |    |        |                 |
| Ladders or self-locking steps stools are of an approved design       |    |        |                 |
| Electrical tools, switch boxes and fixtures are properly grounded    |    |        |                 |
| Extension cords are free of frays and breaks                         |    |        |                 |
| All electrical wall outlets and switches are in working order        |    |        |                 |

### Emergency/First Aid

<table>
<thead>
<tr>
<th>Item</th>
<th>OK</th>
<th>Not OK</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency procedures and telephone numbers are posted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First-aid supplies are available and easily accessible at specifically designated work sites</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First-aid supplies are checked and replaced periodically to ensure freshness</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Housekeeping
Materials are properly stacked and stored according to established guidelines

Overhead clearance is ample

Work areas are neat and clean

Work areas are free of hazardous materials

Desks, cabinets, and file drawers and/or doors are maintained properly

Aisles and walkways are kept clear at all times

Access to all emergency equipment such as fire extinguishers, emergency eye wash and showers are kept clear of obstacles

<table>
<thead>
<tr>
<th>OK</th>
<th>Not OK</th>
<th>Recommendations</th>
</tr>
</thead>
</table>

### Employee Practices

All equipment and machinery is used properly

Materials are loaded and unloaded safely

Lifting is done in a proper manner

Assistance is available to lift or move heavy objects

Safety devices are used

Safety glasses, goggles, hard hats, vests, safety shoes and other protective equipment is worn when required

Workers are prohibited from wearing jewelry while working on or around machinery or electrical circuits

Vehicles are operated in a safe manner at all times

Traffic cones, warning flags and barriers are used in accordance with construction traffic control standards