Emergency Response Guide

This guide will help you respond to emergencies on campus.
Keep it available, near your telephone.
Know your building evacuation plan; plans are posted in hallways and classrooms.

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## Campus Response

- **Emergencies 9-911**
- **Non-emergencies 8520 or 8516**
- **Environmental Safety/Custodial 8520**
- **Facilities Services 8520 or 8516**
- **Information Desk 3000**

For other problems on campus facilities, call Physical Plant at 8520 or 8516 to report problems such as:

- Electrical outage
- Flooding
- Heating or air-conditioning failure
- Ventilation problem
- Water leak
Active Shooter

These guidelines have been developed for “active shooter” situations in accordance with the best practices established by law enforcement experts.

If it is possible to do so safely, exit the building immediately when you become aware of an “active shooter” incident, moving away from the immediate path of danger, and take the following steps:

- Notify anyone you may encounter to exit the building immediately.
- Evacuate to a safe indoor area away from the danger and take protective cover. If possible go to another building. Stay there until assistance arrives.
- Call 9-911 on campus, 911 off-campus or on a cell phone. Provide the dispatcher with the following information:
  - Your name.
  - Location of the incident (be as specific as possible).
  - Number of shooters (if known).
  - Identification or description of shooter(s).
  - Number of persons who may be involved.
  - Your exact location.
  - Injuries to anyone, if known.
- Individuals not immediately impacted by the situation are to take protective cover staying away from windows and doors until notified otherwise.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office.
- Close and lock the door, if possible.
- Turn off the lights.
- Seek protective cover.
- Keep quiet and act as if no one is in the room.
- Do not answer the door.
- Notify 9-911 and provide the dispatcher with the following information:
  - Your name.
  - Your location (be as specific as possible).
  - Number of shooters (if known).
  - Identification or description of shooter.
  - Number of persons who may be involved.
  - Injuries if known.
- Wait for responding law enforcement officers to assist you out of the building.
Bomb Threat

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller’s exact words and the time of the call. Check to see if the caller’s phone number or location is displayed on your phone.

Ask the caller:
- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name and address?

Try to notice descriptive or other useful details (preferably write them down):
- Did the caller sound like a man? A woman?
- Approximate age?
- Distinctive voice, pronunciation or accent, or speech patterns?
- Tone of voice and attitude?
- Did the call seem to be a recording?
- Were there background voices, noises or other clues about location or caller identity?
- If the threat came in a form other than a call (e.g., a note was left)
- Immediately notify the Peoria Police Department by calling 9-911. Also, notify Facility Services at 8520 or 8516.
- Report the time, location, and content of the threat message, as well as your location and phone number.
- Stay on the line until the dispatcher terminates the phone call.
- If you are told to evacuate the area, activate the nearest fire pull-station and leave the building. Take your notes about the call with you.
Crime Reporting

To report a crime or criminal behavior in progress on campus, call 9-911 from an on-campus phone or 911 from an off-campus or cell.

Do not approach or attempt to apprehend the persons involved. Take only actions necessary for self-defense. If you are safe, stay where you are until the police arrive. Otherwise, try to move to a safe location. Provide as much information as you can, including:

- Type of crime or criminal behavior
- Location of crime or criminal behavior
- Description of persons (height, weight, sex, clothing) and of any weapons involved
- Direction of anyone’s travel away from the scene
- Vehicle description (color, year, make, model, license plate number)

To report non-emergency police-related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc., call the Peoria Police Department at 673-4521.
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 the event of fire or other evacuation, a member of the Critical Incident Team will help employees on the floor to evacuate the building. The Critical Incident Team will:

■ Direct the occupants of the building to proceed to their designated refuge area. For the College Of Medicine At Peoria building, this refuge area is the Visitors’ Parking Lot.
■ Help to select the safest stairway or other exit to use for evacuation.
■ Assist any person with a disability to exit the building.
■ Take a head count, if possible, to determine if all of the occupants have been evacuated.
■ Inform the Fire Department of missing, injured, or deceased (if known).

Check the College of Medicine Physical Plant web page for the members of the Critical Incident Team and their area of responsibility.
Earthquake

Though earthquakes are not a high risk in the area, they are possible. If you are inside a building and feel it shaking or swaying:

■ Duck or drop to the floor.
■ Cover yourself under a piece of heavy furniture, go to a stairwell, or stand in a doorway (beware of the door swinging back and forth). If that is not possible, position yourself against an interior wall, protecting your head and neck with your arms. Keep away from appliances, scientific equipment, windows, and heavy hanging objects.
■ Hold on securely and stay in your protected position until the shaking stops.
■ Evacuate the building as soon as the shaking stops. Avoid broken glass, downed power lines, and any other hazards.

If you are outdoors when you feel shaking:

■ Move to a clear area away from trees, signs, buildings, and electrical wires and poles.
■ If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.

If you are driving when you feel shaking:

■ Stop at the side of the road, away from hazards such as overpasses and power lines and poles. Stay inside the vehicle until the shaking stops.
■ Resume driving cautiously if it seems safe. Avoid bridges and ramps that may have been structurally damaged.

After the shaking has stopped:

■ Anticipate aftershocks, and plan where you will take cover from them.
■ Check for injuries, and give first aid as necessary.
■ Remain calm.
■ Avoid broken glass.
■ Check for fire. Take appropriate actions and precautions.
■ Check gas, water, and electric lines. If they appear damaged, or if you smell gas, leave the building immediately. Contact Physical Plant at 8520 or 8516, or dial 9-911 immediately.
■ Stay out of damaged buildings.
Emergency Notification

Definitions

Immediate Campus-Wide Notification: An alert system that uses UIC Small Message System (SMS) and UIC Urgent E-mail Notification to provide a campus-wide alert of a “Critical Situation.”

Critical Situations: Any situation, either manmade or natural disasters, or criminal/terrorist acts that result in an on-going event that poses an immediate campus or University wide threat.

UIC Small Message System (SMS): Provides immediate text messaging to members of the University who have signed up to receive this service.

UIC Urgent E-mail Notification: A University web based e-mail notification in which recipients cannot unsubscribe. This notification is sent within the hour of its initiation.

1. NOTIFICATION ASSESSMENT

A. Any student or employee who becomes aware of a “Critical Situation” will: notify the Office of the Regional Dean or the Head of the Health Sciences Library in Peoria.

B. The Regional Dean/Head of the Health Sciences Library in Peoria will evaluate the situation and determine whether it falls under the definition of a “Critical Situation” and if so, issue an “Immediate Campus-Wide Notification” by logging into the 2sms.com website using the username smsmail@uic.edu and then entering the provided password.

C. In the event the Regional Dean/Head of the Health Sciences Library in Peoria is not available, the Office of the Regional Dean will contact the UIC Police dispatcher (312-996-HELP) and request an “Immediate Campus-Wide Notification.” Alternatively, after working hours, Security Services will contact the UIC Police Dispatcher.

continued
2. WATCH COMMANDER REVIEW

A. The UIC Police Watch Commander will assess the situation.

B. If the UIC Police Watch Commander confirms the assessment, he/she will immediately notify the UIC Police Commander of Field Services providing the circumstances of the current situation and the justification for the issuance of the “alert.”

3. ALERT AUTHORIZATION

A. If the UIC Police Commander of Field Services authorizes the issuance of the “alert”, he/she will provide the password and advise as to the content of the alert.

B. If the UIC Police Commander of Field Services cannot be contacted on his/her cell or home telephone, the Commander of Protective Services will be notified. Each commander will have the required password.

C. The UIC Police Watch Commander is responsible for issuing the alert once approved by the authorizing commander.
Evacuation of Buildings

Evacuate campus buildings according to the evacuation plan in cases of:

- Chemical spills or hazardous odors or fumes
- Explosion
- Fire (evacuate whenever the building’s fire alarms are activated)
- Gas leak
- Smoke
- Structural damage or collapse

Know your building evacuation plan. Plans are posted in hallways and classrooms.

Leave your building immediately by the nearest safe exit when an alarm sounds or if you are instructed to do so by a college representative.

Move at least 500 feet away from the building. As you are leaving:

- Notify others who might not have heard the alarm or evacuation order.
- If possible, turn off equipment.
- Secure hazardous operations if possible.
- Take important personal items, such as a coat and keys.
- Close doors behind the last person out.
- Walk quickly, but do not run, to the nearest safe exit.
- Faculty and staff should ensure students do not remain near doorways, block sidewalks, or areas emergency personnel may access.
- Do not use an elevator unless authorized emergency personnel tell you to do so.

As soon as you have evacuated:

- Report any missing or trapped persons to emergency personnel.
- Move away from the building.
- Do not re-enter the building until someone in authority gives the “all clear” signal.

Continued
Evacuation of Buildings

If you are required to leave the building immediately but are unable to (because of a physical disability, injury, or obstruction):

- Follow the emergency evacuation plan or go to the nearest area where there are no hazards.
- Dial 9-911 on a campus phone, 911 on a cell phone, to notify the dispatcher of your situation and location.
- Be sure to give the room number so help can be sent.

Call 9-911 for instructions in cases of:

- Serious gas leaks. Cease all operations and do not switch on lights or any electrical equipment, including use of telephone or two-way radio. Remember, electrical arcing can trigger an explosion. Notify 9-911 and Physical Plant (8520 or 8516) from another location.
- Ventilation problems. If smoke or odors are coming from the ventilation system, immediately notify 9-911. If necessary, cease all operations and vacate the area.
- Trapped in a stalled elevator on campus. Do not try to exit the elevator car through the roof or by forcing the doors. To summon help, use the elevator’s emergency phone, call 911 from a cellular phone, turn on the emergency alarm, or bang on the doors and shout for assistance. Wait for trained personnel to assist you from the elevator.

Electrical Emergency
Avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks.

Plumbing Failure/Flooding
Never enter areas where there is submerged electrical equipment. Vacate the area if you are already there. Cease using all electrical equipment.

continued
EVACUATION MAP OF BUILDING, SHOWING EXIT ROUTES AND TORNADO SAFETY AREAS.
EVACUATION MAP OF BUILDING, SHOWING EXIT ROUTES AND TORNADO SAFETY AREAS.
3rd Floor

EVACUATION MAP OF BUILDING, SHOWING EXIT ROUTES AND TORNADO SAFETY AREAS.
Fire, Smoke, Explosion

All fires occurring on campus must be reported to the Peoria Fire Department at 9-911, including those that have been extinguished. Do not hesitate to activate a fire alarm if you discover smoke or fire. When there is a fire in your area, perform the RACE procedures:

1. **Rescue** anyone in immediate danger of the fire.
2. **Activate** the nearest fire alarm pull station and call 9-911. The fire alarm will ring throughout the building. The alarm will also signal the Peoria Fire Department. Calling the 9-911 is the back-up to ensure the fire department received the alarm and to verify the fire as reported. A fire alarm enunciator panel located in the first floor lobby will light up indicating the location of the alarm.
3. **Confine** the fire by closing doors to the fire (do not lock). As people are notified to evacuate, ensure that all doors are closed.
4. **Evacuate** to an area of refuge outside the building. When a fire is reported *everyone* is required to evacuate the building to the outside. Do not use elevators!

If an attempt is made to extinguish a fire, ensure that you don't put yourself in danger. You should know how to deal with the immediate situation and be knowledgeable in the use of fire extinguishers. It is also recommended to have another person with you in case a problem occurs and immediate help is required.

**PASS** procedures: This is how to properly operate a fire extinguisher.

1. **Pull** the pin, release a lock latch, or press a puncture lever.
2. **Aim** the extinguisher nozzle, horn, or nose at the base of the fire.
3. **Squeeze** or press the handle.
4. **Sweep** from side-to-side in most cases. But extinguishing techniques vary. Read the directions.

If clothing is on fire:

- Drop to the ground or floor, and roll to smother flames.
- Smother flames using a blanket or other suitable object.
- Drench with water from a safety shower or other source.
- Seek medical attention for all burns and injuries.

continued
In the event of an explosion on campus, faculty, staff, and students will take the following actions:

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- After the effects of the explosion have subsided, notify the Peoria Fire Department at 9-911. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building emergency alarm system to evacuate the building.
- When the College evacuation alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building. Do not use elevators in case of explosion and do not panic.
- Once outside, move to a clear area that is at least 500 feet away from the affected building, e.g. Visitors’ Parking Lot. Keep roads and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.
- Do not return to an evacuated building unless told to do so by a College representative.
Haz Mat

All major hazardous materials (Haz Mat) spills on campus must be reported to the Peoria Fire Department immediately. Be prepared to provide (and spell) the names of the materials involved and to describe the location, size, and nature of the incident. A major hazardous material emergency exists when any of these conditions are present:

- Clean up of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area, and/or:
- The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.
- The material spilled is unknown.
- The material is highly toxic.
- A significant fire hazard may be present.
- The material has the potential to reach the environment (e.g., via a floor drain).
- The spill is in a common area (e.g., hallway) or other area accessible to the public.
- Advanced personal protective equipment (more than gloves and a half-face respirator) is required to respond to the spill.
- A responder is unsure whether the spill should be considered “minor” or “major.”

In a major hazardous material emergency:

- Alert people in the immediate area, and evacuate the room. If an explosion hazard is present, take care not to create sparks by turning electrical equipment on or off.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to wash off spilled chemicals. Flush the affected area with abundant amounts of water for at least 15 minutes. Call 9-911 to report any personal contamination. Seek medical attention immediately.
- Evacuate nearby rooms that may be affected. If the hazard will affect the entire building, pull the fire alarm to evacuate the entire building.
- Outside, identify yourself to emergency responders and report the location, nature, and size of the incident. Provide any additional information you believe would be helpful. Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders.
Isolate contaminated persons, do not allow them to leave or to spread the contamination. Avoid contamination or chemical exposure to yourself.

A minor hazardous material emergency exists when all of these conditions exist:

- Responsible party is at the scene
- Material spilled is known
- Material spilled is not highly toxic
- Quantity spilled is small
- No fire hazard is present
- Spill is completely contained in the building
- Material has little or no potential to reach the environment
- Spill is not in a common area
- Advanced personal protective equipment (i.e., more than gloves and a half-face respirator) is not needed to respond.

**Minor Hazardous Material Emergency**
Minor indoor spills of hazardous materials or waste that present no immediate threat to personal health or safety, or of being released into the environment, are to be cleaned up by the person responsible for the spill unless they are not comfortable doing so. Hazardous material users and hazardous waste generators must be aware of the properties of the materials they use and the waste they generate.

**Chemical Hygiene Plan**
Additional valuable information is included in the College of Medicine *Chemical Hygiene Plan* found in each laboratory.
Medical and Mental Health Emergencies

Call 9-911 in any emergency that requires immediate police, fire, or medical response to preserve a life. This includes:

- Serious injury or illness
- Serious mental health issues that might lead to suicide, assault, or homicide

Automated External Defibrillator
An Automated External Defibrillator (AED) is a portable electronic device that diagnoses and treats potentially life threatening cardiac arrhythmias in a patient by application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm. The College of Medicine has 2 AEDs available on campus. AEDs are located in the first floor A-wing hallway near the double doors to the Lobby, and on the 2nd floor A-wing near the cafeteria.

Injuries
After calling 9-911:

- You may provide first aid if you are trained, it is safe to do so, and the victim consents.
- Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
- Calmly assure the injured person that help is on the way.
- Assist emergency personnel in locating the victim and investigating the incident. For all injuries, the injured person must complete an Accident Report. This includes campus visitors, as well as students, faculty, and staff. The Accident Report is available from Human Resources, room A-212. A staff supervisor, or a Security officer will fill out the report.

Prepare for medical emergencies by taking first aid and CPR training classes. For information go to www.redcrossillinois.org or www.americanheart.org.
Reporting an Emergency

In an emergency, call 9-911 or 911
An emergency is any situation that requires immediate police, fire, or medical response to preserve life or property. To report a campus emergency on a cell phone call 911. Call to report problems such as:

- assault or immediate danger of assault
- chemical spills
- crimes in progress
- explosions
- fires
- severe injuries or illnesses
- someone choking or drowning

When reporting an emergency, be prepared to give the following information:

- Location of the emergency – directions, street address, building, and room.
- Type and severity of the emergency,
- Fire – type and size of fire.
- Medical – type of illness or injury, cause, and number of victims.
- Police/crime – type of crime, description of suspects and their direction of travel.
- Chemical/hazardous materials – quantity and type of substances involved, hazards and injuries.
- When the incident occurred.
- Your name, location you’re calling from and phone number.

Call from a safe location, if possible. Remain calm. Speak slowly and clearly. Do not hang up the phone until the dispatcher tells you to do so.

EMERGENCY NUMBERS

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

Safety Resources
- 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

Hospitals:
- 655-2477(OSF Saint Francis)
- 672-5500 (Methodist Medical Center)
- 691-1069 (Proctor Hospital)
Suspicious Mail

If you receive or observe suspicious mail, packages, or materials:
■ Do not move, open, cover, or interfere with it.
■ Move people away from suspicious items. Avoid contaminating other areas and people.
■ Call the Peoria Police Department at 9-911 from a safe location.
■ Be prepared to describe the item, its location, and the context of what you’ve observed. Give your name and phone number.
■ Follow instructions given by the Peoria Police. Do not create panic.
   If you are told to evacuate the area or building, follow the evacuation procedure.

Characteristics of a suspicious piece of mail or package that is received unexpectedly or is unknown may include:
■ Arrival via foreign mail, air mail, or special delivery
■ Excessive amount of securing material used, such as masking tape or string
■ Excessive postage
■ Excessive weight
■ Handwritten or poorly typed address
■ Incorrect titles
■ Lopsided or uneven writing
■ Misspellings of common words
■ No return address
■ Oily stains or discolorations
■ Protruding wires or foil
■ Restrictive markings such as “confidential” or “personal,” etc.
■ Rigid envelope
■ Titles but no names
Tornadoes and Severe Weather

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.
- Do not use the elevator.
- If you are trapped outside the center corridor, keep calm and take cover!
- 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.

DESIGNATED SHELTER PLAN
Diagrams of designated shelter areas for all building occupants are located on the following pages (24-26) of this guide.

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!!!
## Tornado Shelter Areas

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<th>Room Name</th>
<th>Room #</th>
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<td>Classroom</td>
<td>A100-2</td>
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<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>Clinic – Except for Conf. Rooms</td>
<td>A-215</td>
</tr>
<tr>
<td></td>
<td>Library Tech Services</td>
<td>A-222</td>
</tr>
<tr>
<td>A Wing - Level 2</td>
<td>Classroom</td>
<td>A-214D</td>
</tr>
<tr>
<td></td>
<td>Labs &amp; Offices (without windows)</td>
<td>B-230</td>
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<td>B Wing - Level 2</td>
<td>Corridors</td>
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<td>B Wing - Level 3</td>
<td>All rooms</td>
<td></td>
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<tr>
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<td>Corridors</td>
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</table>
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EVACUATION MAP OF BUILDING, SHOWING EXIT ROUTES AND TORNADO SAFETY AREAS.

3rd Floor

Tornado Safety Area
**Violent Situations**

Your actions may help calm a potentially violent situation, or they may escalate the problem. Try to behave in a manner that helps calm a situation:

- Stay calm. Don’t be in a hurry.
- Be empathetic. Show you are concerned.
- Try to have the other person and yourself sit down. Sitting is a less aggressive position.
- Try to be helpful. For example, schedule an appointment for a later time.
- Give positive-outcome statements, such as “We can get this straightened out.”
- Give positive feedback for continued talking such as “I’m glad you’re telling me how you feel.”
- Stay out of arms’ reach.
- Have limited eye contact.
- Take notes.

**Avoid Exacerbating Behaviors**

- Do not patronize.
- Do not yell or argue.
- Do not joke or be sarcastic.
- Do not touch the person.

**If Someone Becomes Agitated**

- Leave the scene immediately, if possible. Call the Peoria Police Department from a safe place.
- Or try to alert a co-worker that there is a problem; e.g., by calling the front desk and using the code word “Dr. Strong” to indicate trouble.

**Practice Preventive Measures**

- Discuss and agree on circumstances and situations in the work place that everyone should watch out for. Have procedures, signals, and code words in place to deal with threatening situations.
- Avoid scheduling appointments for times when no one else is in the area. Alert your colleagues in advance about a difficult meeting, and keep the door to the room open, or meet in a public area.
- Try to avoid working alone after hours. If you have to work late, advise Security (dial 3000), a colleague, friend, or family member.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
Weather/Operating Status

As a matter of policy, the UICOMP campus is never closed. The health care and research aspects make this a requirement. You may call Human Resources at (309) 671-8519 for answers to questions on rules and regulations.

In the event of extreme weather conditions, the campus will continue to operate during regularly scheduled hours. Staff members are expected to report to their respective offices or workstations. Staff members who are not able to commute to campus and who wish to be paid may request that the time missed be charged to vacation time or make other arrangements. These arrangements must meet all University rules and regulations and should be agreeable to the staff member’s supervisor and unit head.

Emergency Conditions

Emergency conditions may occur that are sufficiently serious to warrant the cancellation of classes, public events, or to temporarily discontinue non-essential general operations. If an emergency occurs, or is anticipated, that would widely and adversely affect the campus, the Regional Dean will consult with representatives of campus components likely to be affected. An assessment of the current or anticipated conditions will include consideration of conditions that may jeopardize the health and safety of students, faculty, staff, patients or visitors.

If conditions warrant cancellation of classes or discontinuing non-essential services, the Associate Deans will be advised and the public affected will be notified by public announcements via local media. The Associate Deans will notify their respective reporting units via telephone or e-mail, as appropriate.

In the absence of a specific announcement to the contrary, classes and other functions will continue as scheduled. Staff members are expected to report for their regularly assigned duties.