

EMERGENCY RESPONSE GUIDE

EVACUATION

When building evacuation is ordered, fully cooperate with Public Safety and:

- Evacuate in a safe, orderly manner via the closest exit.
- Help others who need assistance.

- Do not use elevators to transport people.
- Take personal belongings, if time permits.

DO NOT ENTER THE BUILDING UNTIL PUBLIC SAFETY GIVES THE ALL-CLEAR SIGNAL

ACTIVE SHOOTER

Where someone has entered a building/area and started shooting, the following are a list of actions that are recommended only IF you feel SAFE to leave:

1. Exit the building immediately only if it is SAFE to do so.
2. Safely notify anyone you may encounter and have them exit the building immediately.
3. Call 911.

If you do NOT feel it is SAFE to immediately exit the building/area, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock the door. If there is not a lock on the door, try to quickly barricade the door or block the door with something.

3. Cover the door windows.
4. Keep quiet, **silence cell phones**, and act as if no one is in the room.
5. DO NOT answer the door.
6. Call 911.
7. Wait for emergency personnel to help you out of the building or for further instructions.

In either situation, if possible, provide dispatcher the following information:

- a. Your name
- b. Your location - be as specific as possible
- c. Number of shooter(s), if known
- d. Identification and/or description of shooter(s), if known
- e. Number of people involved

CHEMICAL SPILL

- Immediately inform all to leave the area.
- If the chemical comes in contact with any person
 - ~ Remove contaminated clothing.
 - ~ Rinse eyes with water for at least 15 minutes.
 - ~ Skin exposure; rinse with water, then wash with soap and water.
- Call 911 & inform operator of type & amount of chemical spill.
- Do not clean spill without proper training.

FIRE

- Evacuate the building.
 - Assist anyone needing help.
 - Pull the fire alarm on your way out of the building.
 - Call 911 from a safe place.
 - Go to the designated meeting place outside.
- IF TRAPPED IN YOUR BUILDING
- Remain in your room
 - Try to seal the base of your door to prevent smoke from entering.
 - Call 911 and let them know your situation.
 - Open a window & signal for help.

RADIOACTIVE SPILL/ BIOLOGICAL THREAT

- Call 911.
- Evacuate those not affected.
- Confine evacuees for monitoring.
- Those exposed should not leave the area until monitored.
- If possible, contain/cover contamination to prevent spread.
- Do not let anyone enter the contaminated area.

BOMB THREAT

- Secure as much information as possible.
- Hold the line open.
- DO NOT HANG UP
- Use another line to call 911.
- Notify BERT to evacuate the building.

Campus Emergency 911

Department of Public Safety
Non-Emergency 453-DPS1 (3771)
www.dps.siu.edu

SHELTER-IN-PLACE

Follow the instructions given by your BERT members (wearing armbands).

- Go to basement, lowest level interior hallway or designated shelter area.
- Take personal belongings.
- Stay away from exterior windows and doors.
- Shelter-in-place until your BERT member gives the all clear signal.

IF YOU ARE RESPONSIBLE FOR AN (ENS) RADIO SCANNER OR (NOAA) WEATHER RADIO, TAKE IT WITH YOU.

EARTHQUAKE

TAKE ACTION QUICKLY

- Get under a desk, table, or other heavy furniture, hold on and move with it.
- Brace yourself in a doorway in a position where a swinging door cannot hit you.
- Move against an interior wall and kneel or sit and cover yourself.

AFTER AN EARTHQUAKE

- Beware of broken glass, etc.
- Call 911 if there is significant damage to your building or if anyone is hurt.
- Help others in need.
- Evacuate when it is safe.

TORNADO WARNING

- Follow Shelter-In-Place instructions.
 - Stay away from windows.
 - Avoid large open rooms.
 - Do not leave your building unless instructed to do so.
- AFTER A TORNADO
- Help others in need.
 - An all-clear will be given when it is safe.

B. E. R. T. BUILDING EMERGENCY RESPONSE TEAM www.bert.siu.edu

TEAM LEADER	ROOM	PHONE

TEAM MEMBER	ROOM	PHONE

BUILDING SHELTER

SIGNALS

Emergency sirens are tested at 10:00 AM on the 1st Tuesday of each month

The signals are:

- LONG BLAST - TORNADO
- HIGH/LOW - FOR ANY OTHER

Listen for news at:

- City of Carbondale - AM 1620
- WSIU - FM 91.9

SIUC Emergency Notification System (ENS): Radio Scanner
Scanners are tested at 10:00 AM on the 1st Tuesday of each month

MEDICAL EMERGENCY

- Call 911.
- Avoid leaving a seriously injured/ill person except to get help.
- Do not move the person unless he/she is in danger.
- Exposed to another's bodily fluids? Inform police.

INSTRUCTIONS FOR INDIVIDUALS WITH DISABILITIES

BEFORE AN EMERGENCY

- Inform Public Safety of your circumstances and request a brief meeting to discuss any emergency response accommodations needed.
- Find two or three BERT "buddies" who are willing to help you in the event of an emergency.
- Develop two escape plans: one assuming help is available and one assuming it is not.

DURING AN EMERGENCY

- If needed, call on one or two of your buddies to help.
- If buddies are not available, call 911 and tell them where you are and what is needed.

POLICE EMERGENCY

If you discover a crime in progress,

- Call 911.
- Remain where you are until contacted by a police officer.

DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF-DEFENSE.

- If it is safe to do so, try to get a detailed description of the criminal.
- If the criminal enters a vehicle, note its license number.

LETTER/PACKAGE

- Call 911.
- DO NOT handle the package.
- Leave the room and close the door.
- Wash hands.
- Identify & isolate all who came in contact.
- DO NOT go to emergency room.

Before an Emergency:

Make sure you know the SIUC Emergency phone number:

911

Review the **Emergency Response Guide** on the inside of this pamphlet at least once per semester.

Plan at least two emergency evacuation routes, remembering that in most cases you will not be able to use an elevator.

If you live in a residence hall, know your emergency assembly area.

Make a plan for where you will seek shelter if you feel an earthquake. If you are inside, remember to either:

- Hide under heavy furniture.
- Brace yourself in a doorway.
- Move against an interior wall.

Look over your work or living area for objects that may cause injury during an earthquake such as heavy objects on high shelves, unsecured shelving, etc. and make appropriate modifications.

Make a plan for where you will seek shelter in the event you are notified of an approaching tornado. Remember to:

- Move to the lowest level interior hallway.
- Stay away from windows.
- Avoid large rooms.

Find the location of the two nearest fire extinguishers and remember the acronym **PASS**:

- P**ull the pin.
- A**im at base of fire.
- S**queeze the trigger.
- S**pray until extinguished.

If you live in a residence hall, keep a towel accessible that may be moistened and placed at the base of your door to prevent the entrance of smoke in the event your exit routes are restricted by fire or dense smoke.

Report fire hazards immediately to your floor Resident Assistant, building manager, or Department of Public Safety at 453-3771.

SOUTHERN ILLINOIS UNIVERSITY Carbondale Campus Emergency Phone Number

911

**Tune to the City of Carbondale's Public
Information Radio Station
AM 1620
for General and Emergency Information.**

Additional Contacts:

**Copies in adapted format for persons with
disabilities may be obtained by calling 453-3771.**

Questions concerning this guide?

**SIUC Department of Public Safety - 453-3771
disaster@dps.siu.edu**

**Pamphlet provided compliments of Center
for Environmental Health and Safety,
Department of Public Safety and University
Risk Management.**



**Southern
Illinois University
Carbondale**

Emergency Response Guide



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