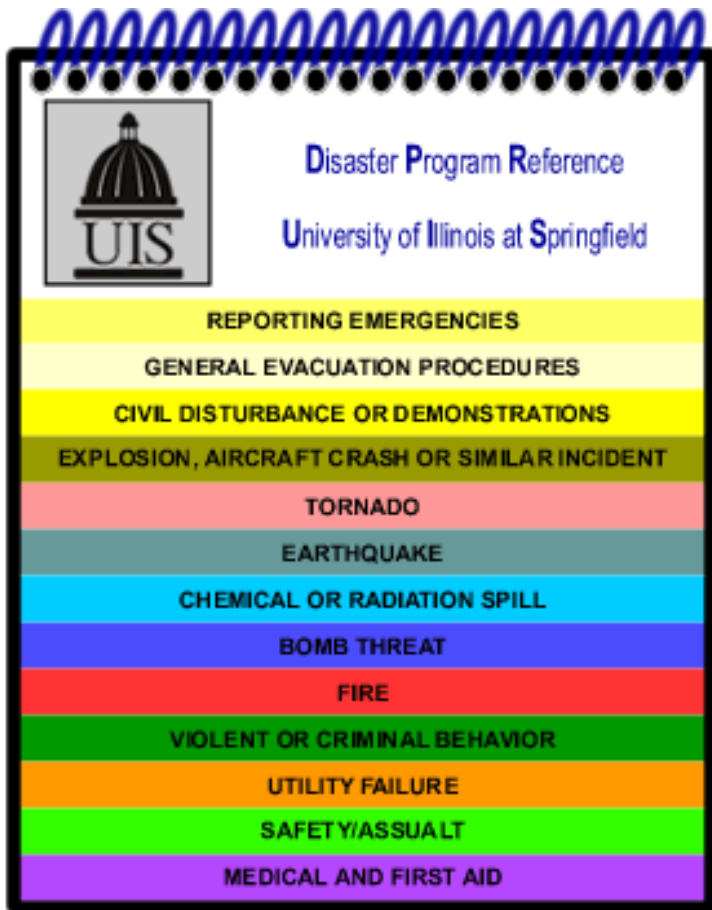


UNIVERSITY of ILLINOIS at SPRINGFIELD



REPORTING EMERGENCIES

UIS POLICE DEPARTMENT (UISPD)

6-7777 (EMERGENCY) • 6-6690 (NON-EMERGENCY)

CITY OF SPRINGFIELD/SANGAMON COUNTY

1. For help with any type of emergency, call the UIS Police Department at 6-7777.
2. Explain the problem and location to the UIS Police Department Telecommunicator. Do not hang up until told to do so.
3. For additional emergency procedures information, speak with your Building Representative. A list of Building Representatives can be obtained from the UIS Police Department.

[back to top](#)

CIVIL DISTURBANCE OR DEMONSTRATIONS

Most campus demonstrations are peaceful. Carry on business as usual, if possible. Avoid provoking or obstructing the demonstrators.

Should a disturbance occur, call UISPD at 6-6690. To avoid controversy, if possible use a private office when making the call. In case of a threatening disturbance, call 6-7777 or 9-911. The following action should be taken:

1. Alert all individuals in the area of the disturbance.
2. Lock doors, secure files, documents, and equipment.
3. If necessary, cease operations and evacuate.
4. Contact 6-7777 for further instructions.
5. If a class is disrupted, call 6-7777.

[back to top](#)

EXPLOSION, AIRCRAFT CRASH, OR SIMILAR INCIDENT

Immediately take cover under tables, desks, or anything that will give protection against falling glass or debris.

After the effects of the incident have subsided, call UISPD at 6-7777. Give your name and describe the location and nature of an emergency.

NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.

IN CASE OF FIRE, DO NOT USE ELEVATORS.

Once outside, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist the UIS Police Department.

DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by UISPD.

Do not return to area. Do not pick up any debris. Do not light a match or smoke.

[back to top](#)

TORNADO

Be aware of the Civil Defense sirens used if a tornado is sighted.

IF INDOORS, go to the lowest level of the building. Interior hallways, rooms, or restrooms are preferable, away from glass windows.

IF OUTDOORS, go to the nearest ditch or depression, away from power lines, buildings, and trees. DO NOT STAY IN A CAR OR ATTEMPT TO OUTFRAN THE TORNADO.

NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.

After the tornado has passed, evaluate the situation and if emergency help is needed, call 6-7777. Be aware of dangerous structural conditions. Report damaged facilities to the UIS Police Department.

NOTE: Gas leaks and power failures create special hazards. Do not light a match or smoke. (Refer to section on utility failure.)

IN CASE OF FIRE, DO NOT USE ELEVATORS.

If outdoors, move away from utility poles. ALWAYS AVOID DOWNED POWER OR UTILITY LINES, AS THEY MAY BE ENERGIZED.

[back to top](#)

EARTHQUAKE

If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. DURING AN EARTHQUAKE, EXIT THE BUILDING ONLY AFTER THE SHAKING HAS STOPPED.

If outdoors, move away from utility poles and buildings. Always avoid power or utility lines as they may be energized.

After the initial shock, evaluate the situation and if emergency help is necessary, call 6-7777. Protect yourself at all times and be prepared for after-shocks.

Report damaged facilities to 6-7777.

NOTE: Gas leaks and power failures create special hazards. (Please refer to the section on Utility Failures.) Do not light a match or smoke.

NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.

IN CASE OF FIRE, DO NOT USE ELEVATORS.

If evacuated, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist the UIS Police Department. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by UISPD.

[back to top](#)

CHEMICAL OR RADIATION SPILL

Report spillage of a chemical or radioactive material immediately to 6-7777. Do not return to affected area.

Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything. Flood chemical burn with cool water.

When reporting, be specific about the nature and location of spilled material. UIS Police Department will activate the emergency response units.

Persons not trained in spill techniques should immediately evacuate the area.

NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.

IN CASE OF FIRE, DO NOT USE ELEVATORS.

Once outside, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist the UIS Police Department. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by UISPD.

[back to top](#)

BOMB THREAT

If you observe a suspicious object that may be a potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Clear area and immediately call the UIS Police Department at 6-7777.

Any person receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information from the caller as possible, including the following:

Time of call and the phone line on which the threat was received. (If phone has caller I.D.,

note number of caller.)

1. Description and location of bomb.
2. Perceived personal characteristics and gender of person.
3. Noticeable speech pattern, accent, etc.
4. Description of any background noise.
5. Reason bomb was placed on campus.

The UIS Police Department will conduct a detailed bomb search. **DO NOT TOUCH ANY SUSPICIOUS OBJECTS!**

When the building evacuation alarms are sounded or when told to leave by UISPD, leave by the nearest marked exit and alert others to do the same.

NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.

IN CASE OF FIRE, DO NOT USE ELEVATORS.

Once outside, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist the UIS Police Department. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by UISPD.

[back to top](#)

FIRE

Pull fire alarm. Evacuate and close doors as you go without locking them.

Evacuate building using the most direct route and nearest exit.

Do not use elevators.

Once outside, move to a clear area at least 150 yards away from the affected building. Keep the walkways clear for emergency vehicles. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the UIS POLICE DEPARTMENT.

NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.

Notify UIS Police Department concerning any special circumstances such as failure of the staff to evacuate persons with disabilities. This information will be forwarded to the Springfield Fire Department.

Should you become trapped in the building, dial 6-7777, if possible, to inform UISPD of your location. If a window is available, attempt to attract the attention of UIS Police or emergency response personnel.

[back to top](#)

VIOLENT OR CRIMINAL BEHAVIOR

Be alert to suspicious situations or persons and report them to the UISPD at 6-7777.

If you are a victim of or witness to any on-campus violation of the law, such as assault, robberies, or theft, contact 6-7777. (Refer to section on Assault.)

Notify 6-7777 as soon as possible and provide them with the following information:

1. Nature of incident.
2. Location of incident.
3. Description of person involved.
4. Description of property involved.

If you witness a criminal act or notice a person acting suspiciously on campus, call 6-7777 and give information outlined above.

[back to top](#)

UTILITY FAILURE

In the event a utility failure occurs during regular working hours, notify the Office of Physical Planning and Operations, 6-6530.

If there is danger to the building occupants, or if the utility failure occurs after hours, on weekends, or during holidays, call UISPD at 6-7777.

NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.

IN CASE OF FIRE, DO NOT USE ELEVATORS.

Once outside, move to a clear area at least 150 yards away from the affected building. Keep the walkways clear for emergency vehicles. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the UIS Police Department.

Electrical/Light Failure: All buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. Individual departments may wish to have flashlights available.

Elevator Failure: If you are trapped in an elevator, activate elevator alarm and/or use the emergency telephone, which will automatically put you in contact with the UISPD. NEVER ATTEMPT TO EXIT AN ELEVATOR STOPPED BETWEEN FLOORS.

Plumbing Failure/Flooding: Cease the use of all electrical equipment. Notify the Office of Physical Planning and Operations at 6-6530. If necessary, vacate the area. After hours call UISPD at 6-7777.

Gas Leak: VACATE THE AREA. DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT. REMEMBER, electrical arcing can trigger an explosion! Notify UISPD at 6-7777 and the Office of Physical Planning and Operations at 6-6530. Do not smoke, light matches, or lighter. DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by the UIS POLICE DEPARTMENT.

Ventilation Problem: If fire or odor comes from the ventilation or equipment, vacate the area. Notify the Office of Physical Planning and Operations at 6-6530 or UISPD at 6-7777 after hours.

[back to top](#)

SAFETY/ASSAULT

SAFETY AT THE OFFICE

Do not give out personal information while at work.

If working after hours, inform the UIS Police Department at 6-6690. Keep your door locked. Ask for ID before admitting persons.

Do not inform others that you are alone. If you have an active order of protection, notify UISPD.

To design a personal protection program for your office, contact UISPD at 6-6690.

SAFETY IN THE CAR

- Always lock the doors, leave the windows rolled up and take the keys, even if you'll be gone only a short time. Keep packages, purses, and other expensive items out of site. Items left in full view invite theft even if the vehicle is locked.
- Have the key in hand when approaching your vehicle. Check inside the vehicle before entering and immediately lock the doors once inside. Keep the doors locked while driving.
- Keep your car in good running condition, and be sure you have plenty of gas.
- If your car breaks down, stay in the locked car. If you do not have a cellular phone,

put a "call police" sign in the rear driver side window. Do not raise the hood, it will obstruct your vision. When someone stops to help, don't get out. Ask him or her, through a closed or cracked window, to telephone the police.

- If you're coming or going after dark, park in a well lighted area that will still be well-lighted when you return.
- Be especially alert when using enclosed parking garages. Don't walk into an area if you feel uncomfortable.
- Leave only your ignition key with a parking attendant. Don't leave your house key or other keys on the key ring.

IF YOU ARE THE VICTIM OF A SEXUAL ASSAULT

Look for situations that you can exploit to your advantage. Your primary objective should be to survive the attack and avoid serious injury to yourself.

Take notice of the characteristics of your assailant including his habits, surroundings, contacts, speech and mannerisms. This information is important for the police in trying to apprehend the criminal. CALL 6-7777.

If you have been raped, do not shower, bathe, douche, or destroy any clothes you were wearing. Do not disturb the area where the assault occurred. If you change clothes, put clothes in a paper bag and take them to the hospital or police station for evidence. It is best not to change clothes. SEEK MEDICAL HELP. Be sure to get medical attention for injuries and tests for sexually transmitted diseases and pregnancy.

SEXUAL ASSAULT ASSISTANCE

Campus Police Department (available 24 hours) 6-7777

Campus Office of Health Services 6-6676

Campus Counseling Center 6-7122

Prairie Center Against Sexual Assault 744-2560.

[back to top](#)

MEDICAL AND FIRST AID

If a serious injury or illness occurs, call the UIS Police Department at 6-7777. Give your name, describe the nature and severity of the medical problems, and the campus location of the victim.

NOTE: UISPD has a direct line to paramedics and ambulance service and can render first aid and CPR.

In case of minor injury or illness, provide first aid care. Use the first aid materials located in the building (if available).

In case of serious injury or illness, quickly perform the following steps:

- Keep victim still and comfortable. DO NOT MOVE VICTIM.
- Ask victim, "Are you okay?" and "What is wrong?"
- Check breathing and conditions of victim.
- Control serious bleeding by direct pressure on the wound (only with a gloved hand).
- Provide assistance to the victim until help arrives.
- Look for emergency medical I.D. Question witnesses and give all information to UISPD.
- Call 6-7777.
- Be sure to restock first aid supply kits as materials are used.

Poisoning and Overdose

- Stay with victim and assist as necessary.
- If choking, lower victim's head.

Choking

- Check victim's mouth and clear of foreign matter.
- Use abdominal thrusts if trained to do so.

Fainting, Unconsciousness and Shock

- Have victim lie or sit down and rest.

Severe Bleeding and Wounds

- Apply direct pressure on wound (until help arrives) using a clean cloth (gloved hand only).

Heart Attack

- Place victim lying down on back.
- Give resuscitation or CPR as necessary, if trained to do so.

Burns, Thermal and Chemical

- Flood chemical burn with cool water.
- Cover burn with dry bandage
- Keep victim quiet and comfortable.

Fractures and Sprains

- Keep victim still.
- Keep injured area immobile.

NOTE: Professional medical care should be sought after first aid is given.

[back to top](#)

GENERAL EVACUATION PROCEDURES

All building evacuations will take place when the fire alarm sounds continuously and/or after notification by the UIS Police Department or emergency personnel. Leave the building immediately.

Know the marked exits for your building. Know the exit routes from your work area.

NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.

IN CASE OF FIRE, DO NOT USE ELEVATORS.

Once outside, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist UISPD. DO NOT RETURN TO AN EVACUATED BUILDING unless directed to do so by UISPD. Notify building representative if you leave the assembly area.

[back to top](#)

