

UNIVERSITY OF
ILLINOIS

SPRINGFIELD

Disaster Plan Reference
University of Illinois
Springfield

RaveAlert

RaveAlert is an emergency notification service. The system is able to send emergency messages quickly and can distribute these messages in different formats, including Facebook and Twitter.

Guardian

Guardian allows any user with a Web-enabled cell-phone to activate a “panic button” that will immediately alert police to a problem and open communications between the user and the Campus Police. Additionally, Guardian has a precautionary timer that acts as a digital alternative to a campus walking escort. A user will be able

to set the estimated time needed to walk to a destination. If that time expires and the user has not canceled the timer, the Campus Police will call to ensure that the user is safe.

EyeWitness

EyeWitness allows anyone who witnesses a crime to initiate a text message conversation with a Police Telecommunicator. This service allows anyone to text the Campus Police to expedite a law-enforcement response. EyeWitness offers tipsters anonymity, allowing students to discreetly provide timely, critical information without letting those in his/her vicinity in on the conversation.

Who May Use This Service

Students, faculty, and staff of the University of Illinois Springfield can register to receive messages from RaveAlert

Sign Up Now

Go to the UIS Police website and click on the link for the Emergency Notification System

Help

Please contact the UIS Technology Support Center with questions or problems using RaveAlert.
Email: TechSupport@uis.edu
Phone: 217.206.6000 or 877.847.0443 toll-free

SIGN UP NOW – EMERGENCY NOTIFICATION SYSTEM

REPORTING EMERGENCIES

UIS POLICE DEPARTMENT (UISPD)
6-7777 (EMERGENCY) • 6-6690 (NON-EMERGENCY)

CITY OF SPRINGFIELD/SANGAMON COUNTY
911 (EMERGENCY)

1. For help with any type of emergency, call the UIS Police Department at **6-7777** or dial **911**.
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.

REPORTING EMERGENCIES

GENERAL EVACUATION PROCEDURES

1. 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.
2. Know the marked exits for your building. Know the exit routes from your work area. Know where to assemble when leaving the building, so you can be accounted for.
3. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**
4. **IN CASE OF FIRE, DO NOT USE ELEVATORS.**
5. 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.

GENERAL EVACUATION PROCEDURES

CIVIL DISTURBANCE OR DEMONSTRATIONS

1. Most campus demonstrations are peaceful. Carry on business as usual, if possible. Avoid provoking or obstructing the demonstrators.
2. 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 **911**. The following action should be taken:
 - a. Alert all individuals in the area of the disturbance.
 - b. Lock doors, secure files, documents, and equipment.
 - c. If necessary, cease operations and evacuate.
 - d. **Contact 6-7777** or **911** for further instructions.
3. If a class is disrupted, call **6-7777** or **911**.

CIVIL DISTURBANCE OR DEMONSTRATIONS

EXPLOSION, AIRCRAFT CRASH, OR SIMILAR INCIDENT

1. Immediately take cover under tables, desks, or anything that will give protection against falling glass or debris.
2. After the effects of the incident have subsided, call UISPD at **6-7777** or **911**. Give your name and describe the location and nature of an emergency.
3. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**
4. **IN CASE OF FIRE, DO NOT USE ELEVATORS.**
5. 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**.
6. Do not return to area. Do not pick up any debris. **Do not light a match or smoke.**

EXPLOSION, AIRCRAFT CRASH, OR SIMILAR INCIDENT

FLOODING

Flooding can occur due to rainstorms, water main breaks, or power failure to sump pumps.

If safe to do so:

1. Secure necessary equipment, records, and hazardous materials and move them to higher ground.
2. Shut off non-essential electrical equipment.
3. Wait for instructions from the Police Department or Facility Services.

Move to a safe area, away from the flooded structure. Notify emergency personnel of persons with disabilities who are in the area and need help to evacuate.

Do not return to the area until instructed to do so by the Police Department or Facility Services.

FLOODING

TORNADO

1. Be aware of the Civil Defense sirens used if a tornado is sighted.
2. **IF INDOORS**, go to the lowest level of the building. Interior hallways, rooms, or restrooms are preferable, away from glass windows.
3. **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.**
4. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**
5. After the tornado has passed, evaluate the situation and if emergency help is needed, call **6-7777** or **911**. 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.)

6. **IN CASE OF FIRE, DO NOT USE ELEVATORS.**
7. If outdoors, move away from utility poles. **ALWAYS AVOID DOWNED POWER OR UTILITY LINES, AS THEY MAY BE ENERGIZED.**

TORNADO

EARTHQUAKE

1. 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.**
2. If outdoors, move away from utility poles and buildings. **Always avoid power or utility lines as they may be energized.**
3. After the initial shock, evaluate the situation and if emergency help is necessary, call **6-7777** or **911**. Protect yourself at all times and be prepared for after-shocks.
4. Report damaged facilities to **6-7777** or **911**.

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

5. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**
6. **IN CASE OF FIRE, DO NOT USE ELEVATORS.**
7. 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**.

EARTHQUAKE

CHEMICAL OR RADIATION SPILL

1. Report spillage of a chemical or radioactive material immediately to **6-7777** or **911**. Do not return to affected area.
2. Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything. Flood chemical burn with cool water for at least 15 minutes.
3. When reporting, be specific about the nature and location of spilled material. **UIS Police Department** will activate the emergency response units.
4. Persons not trained in spill techniques should immediately evacuate the area.
5. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**
6. **IN CASE OF FIRE, DO NOT USE ELEVATORS.**
7. 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**.

CHEMICAL OR RADIATION SPILL

SUSPICIOUS PACKAGE

If you receive or discover a suspicious package or device:

DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!

IMMEDIATELY CALL THE UIS POLICE 6-7777 OR 911 FROM A CAMPUS PHONE, OR THE UIS POLICE 206-7777 OR 911 FROM A CELL PHONE* OR OFF CAMPUS PHONE

*Do not use a cell phone within 300 feet of the suspicious package.

What constitutes a suspicious letter or parcel?

Some typical characteristics which should trigger suspicion include letters or parcels that:

1. Have a powdery substance on the outside.
2. Are unexpected or from someone unfamiliar to you.
3. Have excessive postage.
4. Handwritten on poorly typed addresses, incorrect titles or titles with no name.
5. Misspellings of common words.
6. Are addressed to someone no longer with your organization or are otherwise outdated.
7. Have no return address or have one that can't be verified as legitimate.
8. Are of unusual weight, given their size, or are lopsided or oddly shaped.
9. Have an unusual amount of tape.
10. Are marked with restrictive endorsements, such as "Personal" or "Confidential."
11. Have strange odors or stains.

What to do if you receive a suspicious package or parcel:

Handle with care. Do not shake or bump.

Isolate it immediately.

Don't open, smell, touch or taste.

Treat it as suspect. Call the UIS Police immediately.

SUSPICIOUS PACKAGE

BOMB THREAT

1. 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** or **911**.
2. 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:
 - a. Time of call and the phone line on which the threat was received. (If phone has caller I.D., note number of caller.)
 - b. Description and location of bomb.
 - c. Perceived personal characteristics and gender of person.
 - d. Noticeable speech pattern, accent, etc.
 - e. Description of any background noise.
 - f. Reason bomb was placed on campus.
3. The **UIS Police Department** will conduct a detailed bomb search. **DO NOT TOUCH ANY SUSPICIOUS OBJECTS!**
4. 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.
5. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**
6. **IN CASE OF FIRE, DO NOT USE ELEVATORS.**
7. 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**.

BOMB THREAT

FIRE

1. **Pull fire alarm.** Evacuate and close doors as you go without locking them.
2. **Evacuate building using the most direct route and nearest exit.**
3. **Do not use elevators.**
4. 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.
5. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**
6. 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.
7. Should you become trapped in the building, dial **6-7777** or **911**, 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.

FIRE

CRIME PREVENTION AND RESOURCES

If you are a victim or witness a crime:

Report the incident to the UIS Police 206-7777 (or 6-7777 from a campus phone). If you observe a perpetrator commit a crime, do not block their avenue of escape. Instead, get a good description of the perpetrator, direction of travel, and any pertinent vehicle information (make, model, color, and license plate number). Do not follow the perpetrator. Let the perpetrator leave the scene. If followed, the perpetrator may panic and cause you harm.

Personal Safety Tips:

1. **ADD THE UIS POLICE EMERGENCY NUMBER, 217-206-7777** to your cellular phone directory.
2. **LOCK YOUR ROOM DOOR** whenever you leave, even if it's for a short time. Also be sure to lock your door when you will be showering or sleeping.
3. **NEVER PROP OPEN EXTERIOR DOORS.** If you see a door propped, close it.
4. **DON'T ALLOW PEOPLE YOU DO NOT KNOW TO "TAILGATE"** behind you into a residential area.
5. **NEVER LEAVE YOUR LAPTOP COMPUTER,** textbooks, cellular phone, backpack, purse or other valuables unattended or out of your sight.
6. **AVOID WALKING OR JOGGING ALONE** and never walk or jog alone after dark. Always choose a well-lit path and avoid dark and isolated areas.
7. **BE ALERT,** and always be aware of what is going on around you.
8. **TRUST YOUR INSTINCTS;** if it doesn't feel safe, it probably isn't. Move to a safe place immediately and call for help.
9. **DO NOT LEAVE EXPENSIVE PROPERTY** such as a GPS, purse or cell phone in plain view in your vehicle. Lock them in your trunk or take them with you.
10. **IF YOU SEE A SUSPICIOUS PERSON** or someone you don't believe should be in the area, call the Police.

Resource Information

Emergency:	UIS Police 206-7777 or 911
Emergency: (From a campus phone)	UIS Police 6-7777 or 911
Police Non-emergency:	206-6690
Police Non-emergency: (From a campus phone)	6-6690

The UIS Police Department offers other services to the Campus Community such as:

Code Blue Emergency phones
Escort Service to ensure safety when walking on campus
Rape Aggression Defense (RAD) classes
Crime statistics and other resources can be found online at www.uis.edu/police

CRIME PREVENTION AND RESOURCES

VIOLENT OR CRIMINAL BEHAVIOR

1. Be alert to suspicious situations or persons and report them to the **UISPD at 6-7777 or 911**.
2. 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 or 911**. (Refer to section on Assault.)
3. Notify **6-7777 or 911** as soon as possible and provide them with the following information:
 - a. Nature of incident.
 - b. Location of incident.
 - c. Description of person involved.
 - d. Description of property involved.
4. If you witness a criminal act or notice a person acting suspiciously on campus, call **6-7777 or 911** and give information outlined above.

UTILITY FAILURE

1. In the event a utility failure occurs during regular working hours, notify the **Office of Physical Planning and Operations, 6-6530**.
2. 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 or 911**.
3. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**
4. **IN CASE OF FIRE, DO NOT USE ELEVATORS.**
5. 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 or 911**.

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 or 911** 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 or 911 after hours**.

UTILITY FAILURE

SAFETY/ASSAULT

SAFETY AT THE OFFICE

1. Do not give out personal information while at work.
2. If working after hours, inform the **UIS Police Department at 6-6690**. Keep your door locked. Ask for ID before admitting persons.
3. 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

1. Park in well lighted areas and **have your key ready to unlock your vehicle**. You may wish to carry a cellular phone in your vehicle.
2. Check the back seat of your vehicle before getting in. Make sure no one is concealed in your vehicle.
3. **Keep doors locked at all times**. If your car breaks down, raise the hood, put on emergency lights, and lock doors. Wait for someone to stop (staying in your locked car), and ask them to call the police or a tow service.
4. If you are near a campus parking lot, locate the emergency code blue telephone unit. Push the button and the unit immediately dials the UIS Police Department. Once UISPD answers the call, calmly describe the nature and severity of your problem. The telephone unit, once activated, sets off a flashing blue light and automatically indicates the location to the UIS Police Department.

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 or 911**.

If you have been sexually assaulted, 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 or 911
- Campus Office of Health Services 6-6676
- Campus Counseling Center 6-7122
- Prairie Center Against
Sexual Assault (217) 744-2560
24-Hour Hotline..... (217) 753-8081
- UIS Women's Center..... 6-7173

MEDICAL AND FIRST AID

1. If a serious injury or illness occurs, call the **UIS Police Department at 6-7777 or 911**. 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.

2. In case of minor injury or illness, provide first aid care. Use the first aid materials located in the building (if available).
3. In case of serious injury or illness, quickly perform the following steps:
 - a. Keep victim still and comfortable. **DO NOT MOVE VICTIM.**
 - b. Ask victim, "Are you okay?" and "What is wrong?"
 - c. Check breathing and conditions of victim.
 - d. Control serious bleeding by direct pressure on the wound.
 - e. Provide assistance to the victim until help arrives.
 - f. Look for emergency medical I.D. Question witnesses and give all information to **UISPD**.
 - g. **Call 6-7777 or 911.**
4. Call Campus Office of Health Services, 6-6676, if injury or illness is minor.

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 or hand.

Heart Attack

- Place victim lying down on back.
- Give resuscitation or CPR as necessary, if trained to do so.
- Use an Automated External Defibrillator (AED), if available, and only if you have been trained to use one.

Burns, Thermal and Chemical

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

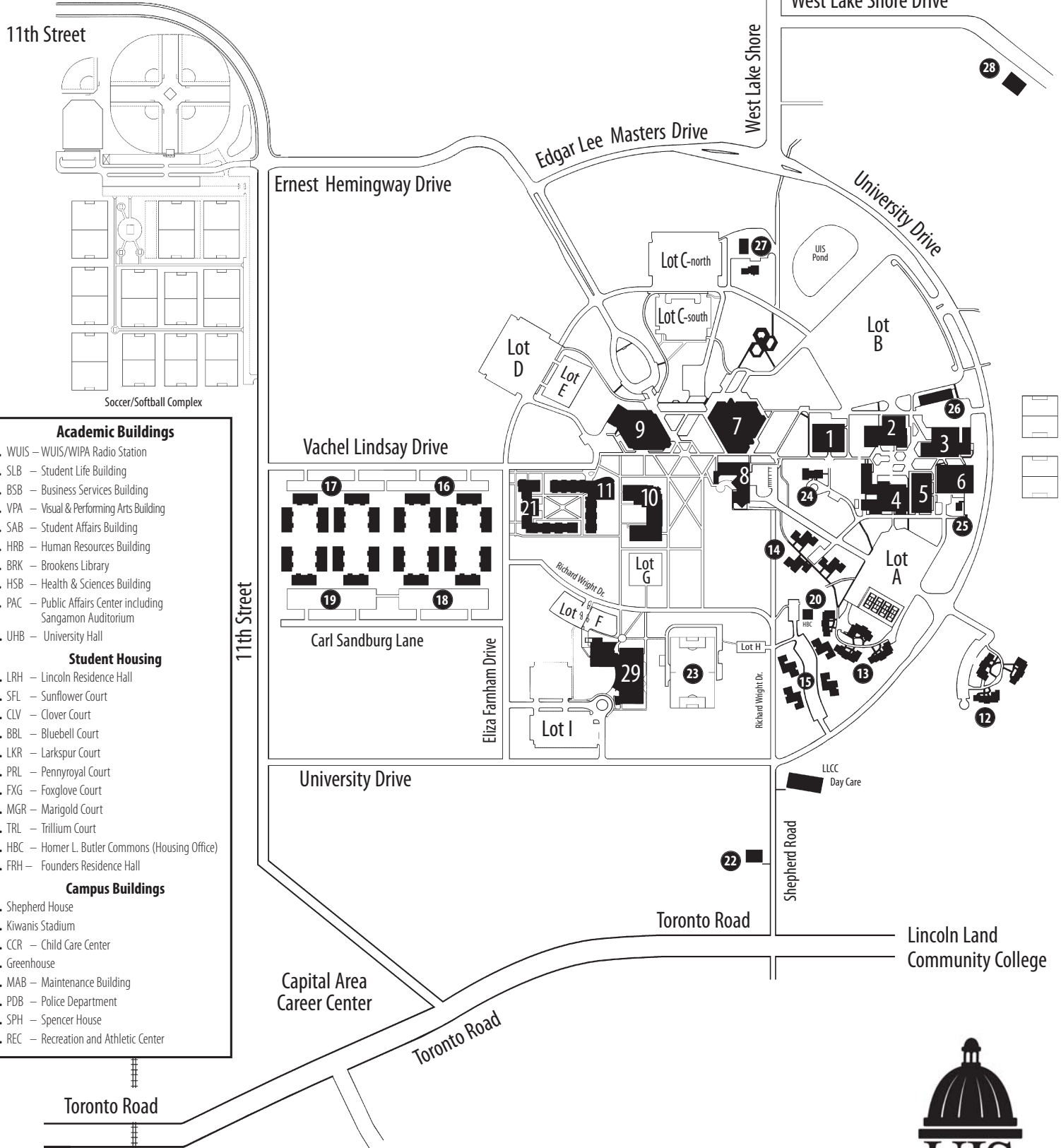
Fractures and Sprains

- Keep victim still.
- Keep injured area immobile.

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

MEDICAL AND FIRST AID

UNIVERSITY OF ILLINOIS SPRINGFIELD



Academic Buildings

1. WUIS – WUIS/WIPA Radio Station
2. SLB – Student Life Building
3. BSB – Business Services Building
4. VPA – Visual & Performing Arts Building
5. SAB – Student Affairs Building
6. HRB – Human Resources Building
7. BRK – Brookens Library
8. HSB – Health & Sciences Building
9. PAC – Public Affairs Center including Sangamon Auditorium
10. UHB – University Hall

Student Housing

11. LRH – Lincoln Residence Hall
12. SFL – Sunflower Court
13. CLV – Clover Court
14. BBL – Bluebell Court
15. LKR – Larkspur Court
16. PRL – Pennyroyal Court
17. FXG – Foxglove Court
18. MGR – Marigold Court
19. TRL – Trillium Court
20. HBC – Homer L. Butler Commons (Housing Office)
21. FRH – Founders Residence Hall

Campus Buildings

22. Shepherd House
23. Kiwanis Stadium
24. CCR – Child Care Center
25. Greenhouse
26. MAB – Maintenance Building
27. PDB – Police Department
28. SPH – Spencer House
29. REC – Recreation and Athletic Center

