



EMERGENCY RESPONSE GUIDELINES

For additional information, please visit:
www.uis.edu/police/

UIS Mobile App



ACTIVE THREAT/ SHOOTER

RUN

If you can safely leave the building, evacuate from the area.

HIDE

If you cannot safely leave, find a safe place to hide.

FIGHT

If you cannot EVACUATE safely or cannot hide, be prepared to fight for your life.



BOMB THREAT/ SUSPICIOUS PACKAGE

If a bomb threat is received:

- Remain calm, and attempt to keep the caller on the phone as long as possible.
- If your phone has caller ID, record the number displayed.
- After the call is complete, immediately contact UIS Police at **(217) 206-7777**.
- Provide for an orderly evacuation if ordered by emergency personnel.
- Turn off cell phones and other radio transmitting equipment in the area.
- **DO NOT** operate any power switch or light switch.
- **DO NOT** use elevators.
- **DO NOT** congregate in the building lobby.
- **DO NOT** reenter the building until instructed to do so by UIS Police.

If you discover or receive a suspicious letter or package:

- **DO NOT** attempt to open it.
- **DO NOT** handle, shake, or move the package.
- Avoid radio or cell phone use in close proximity.
- Immediately contact UIS Police at **(217) 206-7777**.



FIRE

Rescue

anyone in the immediate danger area if you can safely do so.

Activate

the nearest pull station to engage the building fire alarm system.

Confine

the fire by closing doors to the fire scene and securing potentially dangerous substances and/or equipment.

Evacuate

the building by the nearest or alternate exit if possible. If you are not able to evacuate or you are a person with a disability, go to the designated **Area of Rescue Assistance** or nearest stairwell if you can.



EVACUATION (Get Out!)

Evacuate

the building as quickly as possible and go to the **Evacuation Assembly Area** (Get Out!).

Pull the manual fire alarm

to prompt a response for others to evacuate.

Do not use elevators

nor reenter the building until authorized emergency personnel give the "all clear" signal.

Assist those who need help

but carefully consider whether you may put yourself at risk. Alert authorities to those who may need assistance or any missing or trapped persons.

If you are not able to evacuate or you are a person with a disability

go to the designated **Area of Rescue Assistance** or nearest stairwell if you can. If conditions deteriorate, move into the stair landing or area adjacent to the stairwell if the stair landing is already full.



SHELTER IN PLACE (Stay In!)

Security Threat

- If you cannot safely evacuate, find a secure area within your building to stay and await further information.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Once within a safe place, attempt to secure the space (i.e. lock doors, close windows/blinds).
- If unable to lock the door, secure it by any means possible.
- Remain quiet, unless making noise would be beneficial to your safety.
- **DO NOT** open the door until a KNOWN law enforcement officer advises it is safe to do so or some other credible information, such as **UIS Alert** Emergency Notification System, is received advising the threat is over.

Severe Weather

- If you are outside, proceed to the nearest protective building.
- If **sheltering-in-place** due to severe weather, proceed to the identified **Storm Refuge Area** or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

UIS Police
Emergency

(217) 206-7777

UIS Police
Non-Emergency

(217) 206-6690

UIS Police Telecommunications
Devices for the Deaf

(217) 206-7510

Nothing contained within these guidelines should replace your common sense ability to adapt and react to an ever-changing situation and the specific threat presented. The elements of this situational awareness material are intended as suggested actions. Only follow these actions if safe to do so.