INTRODUCTION

Emergencies, disasters, accidents and injuries can occur at any time and without warning. Being prepared physically and mentally to handle emergencies is an individual and organizational responsibility.

This handbook is intended for use by faculty, staff, visitors and students of Elgin Community College (ECC) as a quick reference in cases of emergency. All employees should be familiar with its contents.

In addition to this handbook, there are detailed evacuation, shelter-in-place and lockdown procedures in most classrooms and open common areas. The procedures also can be found at elgin.edu/police.

The more prepared you are, the better you will respond to an emergency situation. Employees and students are also encouraged to sign up for the free emergency text messaging system which will assist in quick notification via an emergency text message to registered cell phones in case of emergency. Sign up at emergency.elgin.edu.

Direct any specific questions or comments about this material to the Elgin Community College Police Department at extension 7778.
EMERGENCY TELEPHONE NUMBERS

For emergencies at Elgin Community College, using an ECC campus telephone, dial 7777 to reach the ECC Police Department. If the line is busy, dial 911.

If using a cell phone, dial 911.

The Elgin Community College Police Department phone number is 847-214-7777.
In case of serious injury or illness, the immediate concern is to aid the injured or ill individual.

1. Immediately contact the Elgin Community College Police Department at extension 7777 or dial 911 from any ECC campus telephone. State the exact location, nature of the injury and the number of people requiring assistance.

2. REMEMBER: As you speak, police and/or fire units will be responding to the incident location. Be as detailed and thorough as possible.

3. The police department will call for the proper medical assistance and record the incident.
EMPLOYEE WORKPLACE ACCIDENT/ILLNESS

The employee’s direct supervisor is required to complete a supervisor’s accident report within 24 hours of an incident. This report is found at enet.elgin.edu under “Human Resources.”
CRISIS MANAGEMENT

Become familiar with the areas you use before an incident occurs. Know your evacuation routes and identify where to take shelter depending on the incident. All employees are responsible to direct students/visitors/guests to follow established evacuation, shelter-in-place and lockdown procedures.

1. Stay calm. Set the example. Others will respond as you do during times of stress and emergency situations. Don’t take any foolish chances.

2. If you find yourself in charge of an area, enlist help from others. Clearly communicate your needs and trust others to do their part. This will aid others who need to feel useful.

3. Use plain language during a crisis. Everyone will be under stress. Keep things simple and straightforward.

4. Be aware of those around you. Be aware of individuals with special needs who may need additional assistance during a crisis.

5. Talk to each other. Simply talking to each other and discussing what could happen and how to respond to varying scenarios prepares us for crisis.

6. Stress affects people in very different ways: fear, fatigue, anger, crying and disorientation. Be prepared to deal with the unpredictable nature of human beings, and do not let it frustrate you.
1. In the event of a utility failure (electrical, water, gas), call the Operations and Maintenance Department at extension 7246 or the ECC Police Department at extension 7777.

2. If ECC campus telephones are not working, use email or a cell phone to call for assistance.

3. Faculty should not automatically dismiss classes during a utility failure.

4. Remain in place until notified by the ECC Police Department or the utility comes back in service. Emergency lighting is temporary and not intended to continue building operations.

5. The Office of the College President will determine if employees should continue working or if the college will close.
HAZARDOUS MATERIAL SPILLS/EXPOSURE

Preplanning is essential when working with chemicals and other hazardous materials. Be aware of what substances are present in your work area, and know the dangers they represent. At no time shall any ECC employee accept a donation of chemicals/hazardous materials without the written consent of both the ECC director of facilities and the ECC police chief.

1. To report any hazardous material incident at Elgin Community College, call the ECC police at extension 7777. Be prepared to describe:
   • Location and type of spill or release
   • Injuries
   • Approximate amount of material involved
   • Any identifiable reaction, i.e., smoke, fumes, damage
   • Who was in contact with the spilled substance

2. Equipment or process containing hazardous materials should be halted and the area evacuated. Close doors to contain the situation until trained responders arrive. Or, if you have knowledge that opening doors and windows to ventilate the area is appropriate, do so. If a determination is made to contain the area, building engineers will shut off the ventilation system.

3. Account for everyone in the room, and compile a list of all individuals who might have been contaminated by the spill.

4. If direct contact is made with a spilled substance, immediately remove contaminated clothing. Flush any point of bodily contact with plenty of water for at least 15 minutes.
TORNADO/SEVERE WEATHER

All employees are responsible to direct students/visitors/guests to follow established procedures.

1. A tornado warning is issued when a tornado has been sighted in the area.
2. An announcement will be made over the public address system. It sounds a three-buzzer alarm followed by a pre-recorded voice advising people to go to the severe weather shelters.
3. An emergency text message will be sent to the cell phones of registered users advising of the warning. Sign up at emergency.elgin.edu.
4. Quickly and calmly go to the lowest level of the building, if possible.
5. Stay away from glass windows and doors.
6. Always use the stairs to evacuate, never use the elevator.
7. Take shelter in a room designated as a SEVERE WEATHER SHELTER. Look for the yellow “SEVERE WEATHER SHELTER” signs in the hallways. Note: All restrooms are designated as severe weather shelters.
8. Stay in the protected area until an “ALL CLEAR” announcement is sounded over the public address system.
9. If you are outdoors, take shelter in the nearest building or lie down in a ditch or depression and stay away from vehicles and other large items which may be blown on top of you.
10. After the severe weather/tornado passes, contact ECC police at 847-214-7777 to report injuries, utility outages or building damage.
11. If the building you are in is severely damaged, consider evacuating as soon as possible.
All employees are responsible to direct students/visitors/guests to follow established fire evacuation procedures.

1. Upon discovering a fire, smoke or explosion in a building, stay calm and activate the nearest fire alarm.

2. Call the Elgin Community College Police Department at extension 7777 to report. Be ready to give information on location, size of the incident and any known injuries.

3. If the fire alarm sounds:
   - Remain calm
   - Do not ignore the alarm
   - Do not go back to collect personal belongings

4. Quickly and calmly go to the nearest exit and evacuate the building. If possible, close doors behind you as you leave to slow the spread of the fire.

5. Follow posted room evacuation routes and account for all occupants of the room. Never use an elevator to evacuate. Use the stairs.

6. If trapped in a classroom or office, retreat and close as many doors as possible between you and the fire. Place cloth material around/under doors to stop smoke from coming in. Signal from windows to first responders, but DO NOT break the glass unless absolutely necessary. The oxygen caused by air rushing into the room may accelerate the fire.

7. Provide assistance to mobility-impaired individuals. If necessary, notify the ECC Police Department at extension 7777 and describe the special needs.

8. DO NOT stay and attempt to fight the fire. Evacuate.

9. If forced to travel through smoke, stay low and breathe shallowly using a shirt or jacket as a filter.

10. If a closed door feels hot to the touch, DO NOT OPEN IT.

11. Once out of the building, stay at least 100 feet from it. This will help give the fire department space to fight the fire.
THREATS—BOMB OR BIOLOGICAL

1. Most bomb threats are received by telephone.
2. If you receive a bomb threat, immediately call the Elgin Community College Police Department at extension 7777. Provide officers with as much information as possible.
3. Immediately examine your area for any unusual or unfamiliar items. DO NOT handle, touch or move suspicious items; report them to police.
4. If an unfamiliar item or package is located, move yourself to a safe location and wait for police. The police or administration will make the determination to evacuate based on the assessment of the threat level.

BIOLOGICAL THREAT

1. Call the Elgin Community College Police Department at extension 7777.
2. Do not shake, open or empty any suspicious package.
3. Cover the package with anything available in order to contain possible airborne contamination.
4. Remain where you are until help arrives. Close all windows and doors. This will help contain possible contamination.
5. DO NOT leave the area; you may be spreading contamination.
6. If contamination has occurred, the Elgin Fire Department will handle and/or direct the decontamination process.
EVACUATION OF SPECIAL NEEDS PERSONNEL

In cases of emergencies, those individuals with mobility impairments, who are not on the ground floor, may need assistance with building evacuation. DO NOT use elevators.

Ambulatory individuals are those with disabilities that might impair rapid building evacuation. Examples of these special needs are people who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance to ambulatory individuals can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down or up the stairs to a designated area.

Non-ambulatory individuals are those with disabilities that require the use of wheelchairs. To assist these individuals, proceed as follows:

1. Call the Elgin Community College Police Department at extension 7777 and provide the location of the non-ambulatory person.

2. Move the impaired individual near a stairwell and await assistance if there is no immediate danger within the vicinity of the stairwell.

3. If police assistance is not available, due to the nature of the incident, prepare to move the individual using special evacuation chairs located in the following areas:

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fox Valley University and Business Center (UBC)</td>
<td>Second floor west stairwell</td>
</tr>
<tr>
<td>Student Resource Center (SRC)</td>
<td>Third floor north stairwell</td>
</tr>
<tr>
<td>Visual and Performing Arts Center (VPA)</td>
<td>Third floor west stairwell</td>
</tr>
</tbody>
</table>

EVACUATION OF SPECIAL NEEDS PERSONNEL
WORKPLACE VIOLENCE

Workplace violence may take many forms and may include the use of deadly weapons. Most incidents happen without warning. Contact the ECC Police Department at extension 7777 in the event of workplace violence. If the line is busy, dial 911.

1. If gunfire is observed, seek refuge in a classroom or office that can be locked from within. Choose a room without windows or stay out of sight from the windows. Barricade the door with desks, file cabinets, etc. Stay quiet and remain inside the room.

2. Call the Elgin Community College Police Department at extension 7777, if safe to do so. Stay on the line with the telecommunicator.

3. Take no action to intervene.

4. In a confirmed case of workplace violence/gunfire, an emergency text message will be sent via cell phone to registered users. Sign up for this free service at emergency.elgin.edu.

Hostage Situation

1. Immediately evacuate the building if this action does not put you in greater danger. Avoid the attention of the offender(s).

2. Take no action to intervene.

3. Call the Elgin Community College Police Department at extension 7777, if safe to do so. If the line is busy, dial 911. Remain on the line with the dispatcher.

4. Remember, never put yourself in harm’s way; always give yourself the advantage in any given situation.

Please report any threat of physical violence in the workplace to the ECC Police Department at extension 7777.
Be familiar with each of these three actions. Depending on the emergency, you will be directed to do one of them. Evacuation is required in instances such as fire, bomb threats and hazardous material spills.

Shelter-in-place is more likely to occur during severe weather or utility failures; situations where the building offers the best protection.

Finally, lockdown procedures are needed during a situation of workplace violence, active shooter or an unknown disturbance or crime in progress.

Detailed flowcharts for each of these procedures are located in all classrooms and on the Elgin Community College website, elgin.edu/police.
The mission of the Elgin Community College Police Department is to serve the college community by protecting life and property, preventing crime, enforcing laws and maintaining order. To fulfill our mission, we require the support of students, faculty and staff to provide the quality of life and service for which we are committed and dedicated. Central to our mission are values that guide our work and decisions and help us to contribute to the quality of life on campus.

We, the members of the Elgin Community College Police Department, value:

• HUMAN LIFE
• LAWS AND CONSTITUTION
• INTEGRITY
• EXCELLENCE
• ACCOUNTABILITY
• COOPERATION
• PROBLEM SOLVING
• OURSELVES

Our values form the basis of the beliefs and actions of members of the Elgin Community College Police Department. They are the foundation upon which our policies, goals and operations are built. We hold our values constantly before us to remind us and the college community of our ideals. We are proud of our values and will act in accordance with them to carry out the mission of Elgin Community College.

Chief Emad Eassa

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elgin.edu
POST THIS HANDBOOK
Post this handbook where it can be easily accessed. Using a hole punch, make a hole through the template above and tack on a wall or bulletin board.

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