

Emergency Preparedness Guide

SOUTHLAKE CAMPUS

The College of Lake County Emergency Preparedness Guide has been developed to provide you with practical guidelines to follow before, during and after an emergency. While this guide does not cover every conceivable situation, it does supply basic guidelines and direction necessary to cope with most campus emergency and safety situations.

All requests for procedural changes, or recommendations, will be submitted in writing to the CLC Safety Committee for review.

Remember: Prevention, preparation and knowing what to do and who to call in an emergency can save lives.

For HELP, call extension 5555 or 911

Emergency Telephone Numbers

All Emergencies (Medical, Fire, Security, etc.)

- ***9-1-1***

Grayslake CLC Police Department

- ***Emergency x5555***
- ***Non-Emergency x2081***

Southlake CLC Police Department

- ***Non-Emergency x 6532***

Southlake Facilities

- ***x 6521 or 2080***

Southlake Campus and Student Support Center

- ***x 6502***

Vernon Hills Police Department

- ***(847) 362-4449 Non-Emergency***

Lincolnshire Fire Department

- ***(847) 634-2512 Non-Emergency***

Lake County Sheriff Police

- ***(847) 549-5200 General Information***

Midwest Poison Control Center

- ***(800) 942-5969***

Illinois Poison Control Center

- ***(800) 222-1222***

Building Evacuation

Building evacuation will occur when an alarm sounds and/or upon notification by Southlake Campus Police or by the Southlake College Administrator on duty.

- Leave by the nearest marked exit. Follow the **FIRE ROUTE EXIT** signs and alert others to do the same. If evacuation is for only a part of the building or campus grounds, immediately vacate the side in question and relocate as directed.
- Safety Coordinators should make sure that their area is clear and then close the door. (Do **NOT** lock the door.) Faculty should clear their classrooms and close the door.
- Assist any disabled persons exiting the building. Remember that elevators are reserved for disabled persons. If mobility-impaired persons are on the upper floors of a building and elevators are not working or available, have the person go to the top landing of an enclosed stairwell. Such an area will provide fire protection for two hours. Stay with the person, if possible. **DO NOT USE ELEVATORS IN CASE OF FIRE OR EARTHQUAKE.** In the event of a fire or earthquake notify CLC Police to assist a disabled person exiting the building.
- Once outside, proceed to a clear area that is at least 100 feet away from the affected building. Safety Coordinators should keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. (If possible, headcounts should be taken.)
- **DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL OR A CLC POLICE OFFICER.** Safety Coordinators should assist in preventing individuals from returning to the building. (Do not dismiss employees or students unless told to do so by college administrators. In most cases we will return to the building.)

Chemical/Radiation Spill and Explosion or Aircraft Crash

CHEMICAL / RADIATION SPILL

- Any spillage of a hazardous chemical or radioactive material is to be reported **IMMEDIATELY** to the CLC Police Department at extension 5555 or 2081.
- When reporting, be specific about the nature of the involved material and the exact location. CLC Police will contact the necessary specialized authorities and medical personnel.
- The CLC staff/faculty member on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of CLC Police personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their name to CLC Police. Required first aid and clean-up by specialized authorities should be started at once.
- If the building evacuation order is given, follow the Building Evacuation Procedures.

EXPLOSION OR AIRCRAFT CRASH

In the event an explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desk and other objects, which will give protection against falling glass or debris.
- After the effects of the explosion and/or fire have subsided, notify the CLC Police at extension 2081. Give your name and the location and nature of the emergency.

When the building evacuation is given, follow the Building Evacuation Procedure.

Emergency Response

This procedure is designed to assist the college staff in knowing the proper steps to take when a response is needed to an emergency situation and to coordinate the activities of the CLC Police staff and other staff members in dealing with emergencies.

Campus buildings may be evacuated in order to protect the health and safety of occupants from a threat; i.e.; fire, utility failure, flooding, bomb threat, chemical spills, noxious/toxic fumes and campus disorders. Occupants may also be directed to a different location, if that location is more secure.

During the period of any campus emergency, the CLC president, or in the absence of the president, their designee shall place into effect the appropriate actions to meet the emergency, safeguard persons and property, and maintain the integrity of buildings, equipment and property.

While the CLC president, or the designee as defined above, shall declare an emergency and take charge of operations, he/she shall inform and consult with administrative personnel as necessary. Individuals to be contacted would include the CLC Chief of Police, director of facilities, vice president, Provost, president and other staff.

Safety coordinators will serve as the custodian of the health and safety manual for his/her work area and encourage work area personnel to be familiar with the policies and procedures contained within the manual (such as this one). When present, they will direct evacuation of their areas and aid in official communications during an emergency.

If an emergency involves only a small area on campus, the command post shall be set up in Room V130. All other command post centers will be located at the Grayslake Campus, or off-campus near the Southlake Campus.

Violent or Criminal Behavior

The CLC Police Department is located in Room V132 in the V Building, just to the left of the main entrance, and provides the campus with help and protection. This service is provided six days a week at the Southlake Campus, Monday through Thursday from **7:30 a.m. to 10 p.m.**; Friday from **7:30 a.m. to 4:30 p.m.**; and Saturday from **8 a.m. to 2 p.m.**

- Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
- Promptly notify CLC Police at extension 2081 as soon as possible and report the incident, including the following:
 - Nature of the incident
 - Location of the incident
 - Description of the person(s) involved
 - Description of the property involved
- If you observe a criminal act or if you observe a person behaving in a threatening manner on campus, immediately notify CLC Police and report the incident.
- Assist CLC Police staff when they arrive by supplying them with all additional information, and ask others to cooperate.
- Should gunfire or discharged explosives occur on the campus, you should call 9-1-1 and pick an option based on your circumstances:

Run: Escape out of the building to a secure location and prevent others from entering building.

Hide: (Shelter in place)

- Enter a room/office/closet and secure/lock the door.
- If the door cannot be secured, barricade the door with furniture.
- If windows have coverings, close them.
- If the door has a window, go to the safe wall out of view.
- Turn off the lights.
- Stay calm and quiet.

Fight: Last resort, imminent danger; try to incapacitate shooter, use aggression and any resources or weapons.

Utility Failure

In the event of a major utility failure, notify Facilities at extension 2080 or the CLC Police at extension 2081.

- If there is potential danger to building occupants, or if the utility failure occurs after regular working hours, on weekends or holidays, notify the CLC Police at extension 2081.
- When the building evacuation order is given, follow the Building Evacuation Procedure.

ADDITIONAL INFORMATION AND PROCEDURES

Electrical / Light Failure: At present time there is minimal emergency lighting to provide sufficient illumination in corridors and stairs for safe exiting. Do not evacuate or dismiss employees or students unless told to do so by college administrators and if no other danger exists. In most cases, power will be restored or classes will be relocated to another section with power.

Elevator Failure: If you are trapped in an elevator, press the emergency alarm located on the front panel, which will signal for help or use the elevator phone. **REMAIN CALM.**

Plumbing Failure / Flooding: Do not use any electrical equipment. Notify Facilities at extension 2080 or CLC Police at extension 2081.

If necessary, evacuate the area.

Gas Leak: Cease all operations **DO NOT TURN ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember, electrical arcing can trigger an explosion. Notify CLC Police immediately at extension 2081.

Ventilation Problems: If smoke odors come from the ventilation system, immediately notify CLC Police at extension 2081 or Facilities at extension 2080, and if necessary, cease all operations and evacuate the area.

Water Supply Failure: In the event of water supply failure notify Southlake Facilities at extension 6521, CLC Police at extension 2081, or Southlake Campus and Student Support Center at extension 6502.

Tornado Response

Tornado Watch: When the National Weather Bureau has issued a tornado watch for Lake County, the CLC Police Department shall notify the college administrators, Children's Learning Center, and Safety Coordinators via the telephone or in person. Police personnel shall monitor the weather through the National Weather Bureau, the local law enforcement data network and by placing spotters out on campus. (The L.E.A.D.S. Network has spotters throughout Northern Illinois.)

NOTE: A Tornado Watch means conditions are favorable for a tornado to exist.

Tornado Warning: When the National Weather Bureau has issued a Tornado Warning for Lake County, the CLC Police Department shall make an announcement over the public address system and activate the Emergency Resource Procedure.

NOTE: A Tornado Warning means that a funnel cloud was sighted in the sky or has actually touched down on the ground.

When receiving an announcement of a Tornado Warning while in a College of Lake County building:

Everyone should leave rooms that have windows or move away from objects that could harm them if these objects were to fall. Leave an office and/or classroom if one or more of the walls is an outside wall. Once in a safe place, sit down on the floor and protect your head from flying objects by placing your arms over your head.

All individuals are encouraged to proceed to the designated areas of their building (**Severe Weather Shelter** or lowest interior stairway or hallway).

Stay in these designated areas until the all-clear sign has been given by the CLC Police Department or a public safety official.

Things to remember:

- Do not leave the building you are in unless otherwise instructed.
- Seek shelter immediately.
- Do not use elevators.
- Stay clear of large, open areas and outside walls.
- Stay clear of windows.
- Stay calm and protect yourself from any

Bomb Threat

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and **IMMEDIATELY** call the CLC Police Department at extension 5555 or 2081.

- **Telephone Bomb Threat:** Any person receiving a telephone call bomb threat should ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of call
- Age and sex of caller
- Speech pattern, or detectable accent
- Emotional state of caller
- Background noise

Immediately notify CLC Police and report the incident.

- Safety Coordinators and CLC Police Officers will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to CLC Police. **DO NOT TOUCH THE OBJECT!** Do not open drawers, cabinets or turn lights on or off. **NOTE: DO NOT USE RADIO COMMUNICATIONS. USE OF THE RADIOS MAY ACTIVATE SOME TYPES OF EXPLOSIVES.**
- If the building evacuation order is given, follow the evacuation procedure outlined in Building Evacuation Procedure.

Fire Response

If the fire alarm sounds, evacuate the building as quickly as possible. If a fire is observed and no alarm is sounding, activate the closest fire alarm as you exit the building.

- To **report smoke or fire**, from a safe location call the CLC Police Department by dialing 5555 or local fire by dialing 9-1-1. The dispatcher will notify the CLC Police Department and Facilities personnel.
- **When Notifying the CLC Police Department or the Fire Department:** Give your name, location, telephone number and, if possible, a description of the smoke or fire. To the extent that good judgment dictates, remain near the scene, or meet and direct security and emergency personnel to the fire.
- If you have been properly trained in the use of fire extinguishers and there is no danger to personal safety, consider an attempt to put out the fire using the appropriate type of fire extinguisher.
- Pull stations and fire extinguishers are located throughout the campus.

During The Incident: Exiting the Building

- Persons with information regarding stranded occupants should notify responding emergency personnel.
- Don't use a fire extinguisher unless you have first been trained to use a fire extinguisher.
- If you observe staff or students not taking an alarm seriously, please encourage them to do so. Your action may save a life and will reduce the risks to responding emergency personnel.
- Use the nearest evacuation route according to posted exit signs.
- Leave quickly. Watch for weakened floors, stairs and falling debris as you exit.

Continued

Fire Response Continued

- Close doors behind you. (Do not lock them.)
- Cover your nose and mouth with a wet cloth.
- When approaching a closed door, use the back of your hand to feel the lower, middle and upper parts of the door. Never use your palm or fingers to test for heat; burning those areas could impair your ability to escape a fire (e.g., use ladders or crawl).
- If the door is NOT hot, open it slowly and ensure that fire and/or smoke are not blocking your escape route. If your escape route is blocked, shut the door and use an alternate route, such as a window. If your path is clear, leave immediately. Be prepared to crawl. Smoke and heat rise.
- If the door IS hot, do not open it. Escape through a window or other exit. If you cannot escape, hang a white or light-colored piece of clothing outside or at the window, alerting fire fighters.

During The Incident: If Trapped Inside a Building

- If a door is warm, do not open it.
- If smoke is entering around doors, stuff clothing in cracks to block smoke.
- Signal rescue crews by placing clothing outside a window or door, if possible.
- If there is no window, stay near the floor where the air may be less toxic.
- Shout periodically to alert rescue crews.

Earthquake

During an earthquake remain calm and quickly follow the steps outlined below.

- If indoors, seek refuge in a hallway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles and other structures.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
- After the initial shock, evaluate the situation, and if emergency help is necessary call CLC Police. Protect yourself at all times and be prepared for after-shocks.
- Damaged facilities should be reported to CLC Police and Maintenance. **NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.

When the building evacuation order is given follow the Building Evacuation Procedure.

Emergency Notification System

Notification of an emergency and the response to it can occur by six (6) means; either individually or in conjunction with one another:

- Public Address System
- Visual / Audible Fire Alarm
- Telephone
- In-Person (Bullhorn)
- Email and text alerts through the CLC emergency alert system
- Internet (CLC website)
- When the visual and audio signals of the Fire Alarm Systems sound, all occupants should follow the evacuation procedures as outlined. Fire alarms will include instructions over the emergency public address system as well.
- Telephone or in-person notification shall be made by CLC Police if the public address system should fail or if the emergency is minor and affects a very small area.
- CLC email and text modes may be used to alert individuals of ongoing emergency activities, an incident status, additional warnings or emergency information.