

# EMERGENCY RESPONSE GUIDE

## EVACUATION

- When building evacuation is ordered, fully cooperate with Public Safety and:
- Evacuate in a safe, orderly manner on the closest exit
- Help others who need assistance

- Do not use elevators or **escalators**
- Take personal belongings, if time permits
- DO NOT ENTER THE BUILDING UNTIL PUBLIC SAFETY GIVES THE ALL CLEAR SIGNAL**

## ACTIVE SHOOTER

When someone has entered a building/area and started shooting, the following are a list of actions that are recommended only if you feel **SAFE** to do so:

1. Exit the building immediately only if it is **SAFE** to do so.
2. Safely notify anyone you may encounter and have them exit the building immediately.
3. Call 911.

If you do NOT feel it is **SAFE** to immediately exit the building/area, the following actions are recommended:

1. Go to the nearest room or office.
2. Close and lock the door. If there is not a lock on the door, try to quickly barricade the door or block the door with something.

3. Cover the door windows.
4. Keep quiet, silence cell phones, and cut up if you are in the room.
5. DO NOT answer the door.
6. Call 911.
7. Wait for emergency personnel to help you out of the building or for further instructions.

In other situations, if possible, provide dispatch the following information:

- a. Your name
- a. Your location - be as specific as possible
- a. Number of shooter(s), if known
- a. Identify shoe and/or description of shooter(s), if known
- a. Number of people involved

## CHEMICAL SPILL

- Immediately inform all to leave the area.
- If the chemical comes in contact with any person:
  - Remove contaminated clothing
  - Rinse eyes with water for at least 15 minutes
  - Take exposed area with water
  - Flush with soap and water
- Call 911 and inform operator of type & amount of chemical spill.
- Do not clean spill without proper training.

## FIRE

- Evacuate the building.
- Assist anyone needing help.
- Pull the fire alarm on your way out of the building.
- Call 911 from a safe place.
- Go to the designated meeting place outside.
- IF TRAPPED IN YOUR BUILDING:**
  - Remain in your room.
  - Try to seal the door of your room to prevent smoke from entering.
  - Call 911 and let them know your situation.
  - Open a window & signal for help.

## RADIOACTIVE SPILL/ BIOLOGICAL THREAT

- Call 911.
- Evacuate those not affected.
- Continue exercises for monitoring.
- Those exposed should not leave the area until instructed.
- If possible, contain/cover contamination to prevent spread.
- Do not let anyone enter the contaminated area.

## BOMB THREAT

- Obtain as much information as possible.
- Meet the fire team.
- DO NOT STAND BY.
- Use another line to call 911.
- Notify 911 to evacuate the building.

## Campus Emergency

# 911

Department of Public Safety  
Non-Emergency 453-OP51 (3371)  
[www.dps.siu.edu](http://www.dps.siu.edu)

## SHELTER-IN-PLACE

Follow the instructions given by your BERT members (wearing anti-mask).

- Go to lowest level, lowest level interior hallway or designated shelter area.
- Take personal belongings.
- Stay away from exterior windows and doors.
- Shelter-in-place until your BERT member gives the all clear signal.

**IF YOU ARE RESPONSIBLE FOR AN EVIS BAGO SCANNER OR OTHER WEATHER BAGO, TAKE IT WITH YOU.**

## EARTHQUAKE

**TAKE ACTION QUICKLY**

- Get under a desk, table, or other heavy furniture, bracing and move with it.
- Brace yourself in a doorway in a position where a swinging door cannot hit you.
- Move against an interior wall and kneel or sit and cover yourself with your arms (crouching is best).
- Beware of broken glass, etc.
- Call 911 if there is significant damage to your building or if anyone is hurt.
- Help others in need.
- Evacuate when it is safe.

## TORNADO WARNING

- Follow Shelter-In-Place instructions.
- Stay away from windows.
- Avoid large open spaces.
- Do not leave your building unless instructed to do so.
- IF TRAPPED IN YOUR BUILDING:**
  - Help others in need.
  - A small clear will be given when it is safe.

## B. E. R. T. BUILDING EMERGENCY RESPONSE TEAM

[www.bert.siu.edu](http://www.bert.siu.edu)

TEAM LEADER	ROOM	PHONE

TEAM MEMBER	ROOM	PHONE

## BUILDING SHELTER


## SIGNALS

Emergencies where you listen at 1500 AM on the far frequency of each month.

The signals are:

- 1500 AM - 1500 AM
- 1500 AM - FOR ANY OTHER

Listen for codes at:

- City of Carbondale - 1500 AM
- 1500 - 1500 AM

SiUC Emergency Notification System (SINS) Radio System  
Scanners are located at 1500 AM on the far frequency of each month.

## MEDICAL EMERGENCY

- Call 911.
- Assist someone who is seriously injured or ill person except to get help.
- Do not move the person unless he/she is in danger.
- Expect to receive a health check before going.

## INSTRUCTIONS FOR INDIVIDUALS WITH DISABILITIES

### BEFORE AN EMERGENCY

- Inform Public Safety of your circumstances and request a brief meeting to discuss any emergency response accommodations needed.
- Find two or three BERT "buddies" who are willing to help you in the event of an emergency.
- Develop two escape plans and ensuring help is available and you ensuring it is not.

### DURING AN EMERGENCY

- If needed, call on one or two of your buddies to help.
- If buddies are not available, call 911 and tell them where you are and what is needed.

## POLICE EMERGENCY

If you discover a crime in progress:

- Call 911.
- Remain where you are until contacted by a police officer.

**DO NOT ATTEMPT TO APPREHEND OR INTERVIEW WITH A CRIMINAL EXCEPT IN SELF DEFENSE.**

- It is safe to do so, try to get a detailed description of the criminal.
- Take personal items a vehicle, note its license number.

## LETTER/PACKAGE

- Call 911.
- DO NOT handle the package.
- Leave the room and close the door.
- Wash hands.
- Identify & isolate all who came in contact.
- DO NOT go to emergency room.

# Emergency Response Guide 17material

**Camilla Rothe**



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