

# EMERGENCY PROCEDURES

## DIAL EMERGENCY 911

## 9-911 FROM A CAMPUS PHONE

### FIRES

Activate the nearest fire alarm pull station.

Move quickly to the nearest, safest exit.

Do not use the elevators.

If you are able, offer assistance to those who require assistance in evacuating.

Confine the fire by closing doors as you exit.

Notify fire personnel if you believe someone may still be in the building.

Take personal belongings (keys, purses, wallets, etc.) if it is safe to do so.

Do not re-enter the building until authorized to do so by emergency personnel.

Call 911 from a safe area (9-911) from a campus phone).

#### If trapped in the building:

- Take refuge in a room with exterior windows.
- Close doors/opening to the rest of the building.
- Seal cracks around the door with cloths.
- Call 911 (9-911 from a campus phone) to report the fire.
- Signal to people outside the building.

### HAZARDOUS MATERIAL SPILLS

Call 911 from a safe area (9-911 from a campus phone).

Evacuate via a safe route to a location uphill and upwind from the affected area.

Follow instructions provided by emergency responders.

### BUILDING EVACUATION PROCEDURES

Evacuation is mandatory for fire alarms and when directed by authorities.

Take personal belongings (keys, purses, wallets, etc.) if it is safe to do so.

If possible, dress appropriately for the weather.

If possible, move all personal belongings to a safe area away from the affected building.

### SUSPICIOUS BEHAVIOR

Call 911 to report the suspicious behavior (9-911 from a campus phone).

Do not confront the person exhibiting the behavior.

Do not let unauthorized persons into a locked room/building.

Do not block a person's access to an exit.

#### Enroll in "UI-Emergency" notification system at [emergency.illinois.edu](http://emergency.illinois.edu)

### WEATHER EMERGENCIES

Immediately seek shelter in the nearest building available.

Proceed to the lowest level of the building.

If a basement is not available, seek an interior hallway or small room on lowest level, away from windows and doorways.

For updates, monitor local television and/or radio stations for announcements.

### MEDICAL EMERGENCIES

Cardiac Arrest/Heart Attack

- Assess the scene to determine if it is safe to enter.
- Check the victim.
- Call or instruct someone to call 911 (9-911 from a campus phone).
- Know the locations of Automated External Defibrillators (AED).
- Perform CPR if trained to do so.

### SUSPICIOUS PACKAGES

Do not touch or disturb the object or package.

Evacuate the immediate area.

Call 911 (9-911 from a campus phone).

Do not use cell phones or radios within close proximity.

If it is safe to do so, notify your building manager.

### ACTIVE THREATS IN YOUR BUILDING

If possible, exit the building via the safest possible route away from the threat.

#### If you cannot evacuate or the threat is not in your building:

- Shelter in place or find shelter in nearest, safest location.
- Close and lock doors; if door cannot be locked, barricade/block the door with anything available.
- Move towards the area of the room where the suspect cannot see you.
- Keep quiet!!! Do not talk until it is safe to do so.
- If safe to do so, call 911 (9-911 from a campus phone).
- Do not open the door until a KNOWN law enforcement officer advises it is safe to do so.

### EARTHQUAKE

Look around the area and find places of safety (i.e. under sturdy tables).

Stay indoors if already there; do not use elevators.

If you are outdoors, stay in the open, away from buildings, trees and power lines.

Be prepared for aftershocks; they could occur for several days.

In the event of fire or personal injury, go to the nearest safe telephone and call for help.

Division of Public Safety

Non-emergency 217.333.1216

[www.dps.illinois.edu](http://www.dps.illinois.edu)

