

2009

Building Name

Building Emergency Action Plan

Western Illinois University

Date Adopted:

Date Advised:

Prepared By:



**Contact Information
Building Emergency Coordinators**

Emergency Coordinator	Title	Campus Address	Phone Number	Dep.	E-mail Address

RECORD OF CHANGES

CHANGE NUMBER	SUBJECT OR PAGE NUMBER	ENTERED BY	DATE ENTERED
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After this document's adoption, record any changes of this document on this page. A copy of this revised plan should be sent to the Assistant Vice President of Administrative Services for approval. Any changes made to this document should also be changed in the Master Copy of the Western Illinois University Emergency Operations Plan, which is maintained in the office of the Vice President for Administrative Services.

Table of Contents

TABLE OF CONTENTS	4
BUILDING EMERGENCY ACTION PLAN (BEAP)	5
RESPONSIBILITIES OF EMERGENCY COORDINATOR	5
DEPARTMENTS	6
IMMEDIATE EMERGENCY NOTIFICATION	6
EMERGENCY NUMBERS.....	6
EVACUATION PROCEDURES FOR BUILDING OCCUPANTS.....	8
EVACUATION PROCEDURES FOR DISABLED BUILDING OCCUPANTS	9
FIRE PROCEDURES.....	10
TORNADO	10
EARTHQUAKE.....	11
MEDICAL EMERGENCIES	12
PSYCHOLOGICAL CRISIS.....	14
CHEMICAL OR RADIATION SPILL	14
UTILITY FAILURE	15
CRIMINAL AND VIOLENT BEHAVIOR	15
ROBBERY/THEFT.....	16
ASSAULT	17
EXPLOSION, AIRCRAFT CRASH OR SIMILAR INCIDENT	18
BOMB THREAT.....	18
CIVIL DISTURBANCE OR DEMONSTRATIONS	19
ACTIVE THREAT	19
HOSTAGE SITUATIONS.....	20
GENERAL INFORMATION	21
SHELTER-IN-PLACE	21
WIU EMERGENCY ALERT SYSTEM	21
COMPUTER LAB EMERGENCY OPERATIONS.....	21
TRAINING AND DOCUMENTATION.....	22
ACRONYMS	23
TERM DEFINITIONS	23
BOMB THREAT CHECK SHEET.....	24
POLICY ON LIMITING UNIVERSITY OPERATIONS BECAUSE OF EMERGENCY CONDITIONS	25

Building Name

BUILDING EMERGENCY ACTION PLAN (BEAP)

The Building Emergency Action Plan is a building-specific plan that is tailored to each unique building. The plan carefully describes the procedures to follow in a variety of emergencies. The plan also describes building emergency evacuation procedures, command structure, as well as locations where the plan is located in the specific building. While building occupants should be familiar with the plan, building emergency coordinators will review and update the BEAP as necessary.

Copies of each Building Emergency Action Plan and the University Emergency Operations Plan are maintained in the Office of the Vice President for Administrative Services.

This plan is intended to serve as a guide for students, employees, and visitors to provide basic planning, mitigation, response, and recovery information to reduce the impact of an emergency. It is impossible for this Emergency Action plan to include procedures for every situation that might occur.

Responsibilities of Emergency Coordinator

Building Emergency Coordinators are responsible for:

- Staying current on protocol and training
- Serving as communication liaison between University officials and building occupants during an emergency
- Determining the type of emergency
- Ensuring the appropriate emergency and University services are contacted
- Assessing the situation and implementing emergency procedures within an assigned area of control
- Starting an evacuation of the area if necessary or in doubt
- Requesting other staff to assist with the implementation of procedures if necessary
- Searching for persons who may be injured or left behind, only if it is safe to do so
- Coordinating use of any emergency supplies
- Assisting with post-emergency building assessments

Building Description

****Example****

The Leslie F. Malpass Library was built in 1978 and is the main branch of the Western Illinois University library network. The building provides instruction and research support to the University and surrounding community. The building has a seating capacity of 2,500 people and consists of six levels, encompassing over 200,000 square feet. The building is designed with a four winged or pin wheel shape on all levels. The fourth and sixth levels, however, were rotated 45 degrees thereby creating eight exterior bays that protrude from the building. This variation in design creates thirty-eight interior balconies with all exterior walls above the third level rising two stories high.

EAA Location

Describe the Emergency Assembly Area location here.

Departments

List all departments with employees in your building.

<u>Department</u>	<u>Phone</u>	<u>Building</u>	<u>Room</u>

Critical Operations

In this section, include information about critical operations that require special care during an emergency. Be sure to check with each department before completing this section:

<u>Operation</u>	<u>Room</u>	<u>Department</u>	<u>Responsible Person</u>	<u>Phone</u>

Immediate Emergency Notification

In a life-threatening emergency, dial **911**.

EMERGENCY NUMBERS

Department Phone Number	Insert your contact number here
Fire	911
OPS	911 (non-emergency 298-1949)
Ambulance	911
Physical Plant	298-1834
After 4:30 PM call OPS	298-1949
Building Emergency Contacts	Insert your contact number here
Emergency Coordinator	Insert your contact number here
Alternative Emergency Coordinator	Insert your contact number here

Building Safety Systems

Building Name, located on the Western Illinois University Macomb campus, has the following safety systems:

Insert your Building Alarm information here.

Locate the emergency equipment in your area and know how to use it.

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to the Office of Public Safety.

Automatic Sprinkler System – This will begin the extinguishment of the fire and immediately send an alarm to OPS. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least 18” of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Physical Plant (298-1834).

Emergency Call Boxes- Located at strategic locations on the University Campus are emergency call boxes, which are commonly called “blue lights”. The boxes have a blue light on top and are marked “EMERGENCY”. In the event of an emergency, to use the Emergency Call Box push the emergency button to alert the dispatcher, when the Dispatcher answers, hold the button in to relay your emergency to the Dispatcher. The emergency call boxes can also be used to disseminate warning messages.

Emergency Lighting – This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.

Fire Doors- Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors upon alarm activation.

Fire Extinguishers – Always notify OPS from a safe location after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.

See Emergency Evacuation Map for locations.

First Aid Kit – The first aid kit is to be used for minor injuries not requiring medical attention. See “Medical Emergencies” for additional information.

Manual Alarm Pull Stations – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the Macomb Fire Department. After activating the alarm call OPS from a safe location to provide additional information. Never block or obstruct alarm pull stations with furniture or equipment.

See Emergency Evacuation Map for locations.

Smoke and Heat Detectors – These will immediately activate the fire alarm system.

Type and location or see Emergency Evacuation Map.

Building Emergency Evacuation Plan

Purpose and Objectives

Potential emergencies at **Building Name**, such as fire, explosion, spill, chemical releases and other emergencies may require employees to evacuate the building. An Emergency Evacuation Plan (EEP) and adequate occupant familiarity with a building minimize threats to life and property. This plan applies to all emergencies where employees may need to evacuate for personal safety.

General Guidelines

The following guidelines apply to this Building:

1. All personnel must be trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change and whenever the plan itself is changed.
2. The training may include use of floor plans and workplace maps which clearly show the emergency escape routes included in the EEP. Floor plans and maps should be posted at all times in prominent and visible areas (i.e., stairwells, lobbies, elevator lobbies, and exit corridors) of **Building Name** to provide guidance in an evacuation.
3. Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire official, police officer, or other authority.
4. No employee is permitted to re-enter the building until advised by the Fire Department, OPS, or other authority.

Evacuation Procedures for Building Occupants

Upon hearing the fire alarm or announcement, begin the following evacuation procedures:

- Keeps yourself and others calm.
- Attempt to evacuate to the [Give direction] of the building.
 - Regardless of what floor you are on, exit to nearest stairwell.
 - If possible, once on main floor, exit to the [Give direction] towards [Give land mark or specific location].
 - If path is blocked, exit by any means necessary.
 - Evacuating to the [Give direction] side of the building will allow for easier access for emergency personnel (OPS, Macomb Fire, Police, etc.).
- Close windows and doors as you leave.
- Help those who need assistance if it is safe to do so.
- Do not use elevators in case of fire.
- Report immediately to the designated "safe area" located _____. Check in with an Emergency Coordinator who will be taking a head count.
- Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

Building Emergency Evacuation Plan

Evacuation Procedures for Disabled Building Occupants

It is important to have a plan for evacuating a building regardless of an individual's physical condition. In the event that a building occupant has a disability, either temporary or permanent, that limits their ability to easily use the built environment, the following guidelines can be used during an evacuation procedure:

- If a building occupant is unable to exit the building using the stairs, he or she should go to an Area of Safe Refuge to wait for assistance.
- Be sure to keep clear pathways for access to proper handicap accessible exits.
- Depending on the circumstances, building occupants with mobility impairments may be able to use elevators to exit the building if so instructed.
- If requested, assist visually impaired people with exiting the building.

Hazard-Specific Procedures

Fire Procedures

1. **Pull fire alarm.** Evacuate and close doors as you go without locking them.
2. **Smoke is the greatest danger in a fire. So, stay near the floor where air will be more breathable.**
3. **Do not use elevators in case of fire.**
4. **Evacuate building using the most direct route and nearest exit.**
5. [Report to the interior of the most adjacent building for accountability.](#)
6. Notify personnel from OPS concerning any special circumstances such as failure of the staff to evacuate persons with disabilities. This information will be forwarded to Fire Command.
7. Staff should meet at a pre-designated location in case information or assistance is needed.
8. Should you become trapped in a location, **dial 911**, if possible to inform OPS of your location. If a window is available, place the largest and most visible piece of material available outside a window.
9. Do not re-enter the building or work area until you have been instructed to do so by OPS.

[Insert additional fire procedures here.](#)

Note: A building occupant is required by Illinois law, Macomb city ordinance, and student code of conduct to evacuate the building when the fire alarm sounds. Citations will be issued for failure to comply.

Tornado

A tornado is defined as a violent rotating column of air extending to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long. Tornadoes may occur with little or no advanced warning and/or siren activation. McDonough County operates storm sirens in the city of Macomb that can be heard while on campus in the case of severe weather. In addition, OPS has the capability of announcing severe weather alerts over the emergency call box system (a/k/a "blue lights") and in some buildings over the intercom system.

1. Be aware of the storm sirens
2. **If indoors**, go to the lowest level of the building. Interior hallways or rooms are preferable, away from glass windows.
3. **If outdoors and away from buildings**, go to the nearest ditch or depression, away from power lines, buildings, and trees. **Do not stay in a car or attempt to outrun the tornado.**
4. After the tornado has passed, evaluate the situation; and if emergency help is needed, call **911**. Be aware of dangerous structural conditions. Report damaged facilities to OPS.

NOTE: Gas leaks and power failures create special hazards. **Do not light a match or smoke.**

Hazard-Specific Procedures

5. **Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.**
6. **Do not use elevators in case of fire.**
7. Once outside, move to a clear area at least 150 yards away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. **Do not return to evacuated building** unless directed to do so by OPS.

List all appropriate take cover areas here.

Earthquake

Since an earthquake's magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt.

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. **During an earthquake exit the building only after the shaking has stopped.**
2. If outdoors, move away from utility poles and buildings. **Always avoid power or utility lines as they may be energized.**
3. After the initial shock, evaluate the situation and if emergency help is necessary, call **911**. Be prepared for aftershocks.
4. Report damaged facilities to **911**.
5. Gas leaks and power failures create special hazards. Please refer to the sections on utility failures. Do not light a match or smoke.
6. **Do not use elevators in case of fire.**
7. Once outside, move to emergency assembly area or another clear area at least 150 yards from the affected building.
8. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel.
9. Do not return to an evacuated building unless directed to do so by the Office of Public Safety.
10. If an arm sounds, follow established building evacuation procedures (see Building Emergency Evacuation Plan).
11. Should you become trapped in a building, DO NOT PANIC!
 - If a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.
 - If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
 - Emergency Personnel will check buildings immediately after a major earthquake.

Hazard-Specific Procedures

Medical Emergencies

WEMS personnel are trained as medical first responders. Macomb Fire Department personnel are trained and certified Emergency Medical Technicians and will respond to medical emergencies on campus when WEMS is not available. McDonough District Hospital (MDH) also responds to medical emergencies on campus and transports patients to the hospital. Any injury occurring as a result of an existing hazardous condition should be reported to OPS.

Illness or Injury to Students/Staff

During operational hours, students are eligible for care at the Beu Health Center.

An employee who suffers from a job related injury or disablement should immediately seek medical attention and notify their supervisor. An employee who is unable to work due to an injury arising out of and in the course of employment may be considered for worker's compensation benefits. Contact Human Resources at 298-1971 for questions regarding workers compensation.

Illness or Injury to Visitors or Guests

Request emergency medical assistance by calling OPS at **911**.

First Aid

1. If a serious injury or illness occurs, call **911**. Give your name; describe the nature and severity of the medical problems, and the location of the victim.
2. In case of minor injury or illness, provide first aid care. Use the first aid materials located in the building. [\[State where available\]](#)
3. In case of serious injury or illness, trained personnel should quickly perform the following steps:
 - Call **911**
 - Keep victim still and comfortable. Do not move victim.
 - Ask victim, "Are you okay?" and "What is wrong?"
 - Check breathing and condition of victim.
 - Control serious bleeding by applying direct pressure on the wound.
 - Provide assistance to the victim until help arrives.
 - Look for emergency medical ID. Question witnesses, and give all information to emergency response personnel.
4. Be sure to restock first aid supply kits as materials are used.

Poisoning and Overdose

- Stay with the victim and assist as necessary.
[\[Additional procedures to be added\]](#)

Hazard-Specific Procedures

Choking

- Check victim's mouth and clear of foreign matter.
- Use abdominal thrusts if trained to do so.

Fainting, Unconsciousness and Shock

- Have the victim lie or sit down and rest.

Heart Attack

- Place victim lying down on back.
- Give resuscitation or CPR as necessary.

Burns, Thermal and Chemical

- Flood chemical burn with cool water.
- Cover burn with dry bandage.
- Keep victim comfortable.

Fractures and Sprains

- Keep injured area immobile.

Severe Bleeding and Wounds

- Apply direct pressure on wound (until help arrives) using a clean cloth or hand.

Note: Professional medical care should be sought after first aid is given.

MDH maintains an Advanced Life Support Transport Service. Medical emergencies should not be transported in personal or University vehicles. The ambulance is on call 24 hours a day.

Add other steps, actions or precautions specific to your building including the location of an AED unit, if applicable.

Disruptive Students

In the situation where one or more individuals who are registered for a course act, in the judgment of the instructor, in such a manner as to disrupt the normal academic functions in a class, the following actions may be taken:

1. The instructor should ask the student to cease the disruption.
2. If the disruption does not cease, the instructor may ask the student to leave the class for that day. If the student refuses to leave, the instructor may call the Office of Public Safety for assistance.
3. If the disruption is extreme or continuous, the instructor may inform that student that he/she may no longer remain in the course and that the student may appeal this decision to the Council on Admission, Graduation and Academic Standards.
4. If a student becomes abusive or threatening in any way, the instructor may also refer the student for further action to the University Judicial Board by contacting the Director of Student Judicial Programs in the Office of the Vice President for Student Services.
5. The instructor shall inform the department chairperson of any action taken in steps 1 through 4.

Hazard-Specific Procedures

6. Notification of a student's removal from class shall also be sent to the Council on Admission, Graduation and Academic Standards.
7. When a student has been removed from a class, the instructor shall assign the letter grade that is judged appropriate.

It is understood that the normal academic functions in a class may be disruptive or impaired by the actions of a student in or out of the classroom.

(Official University Policy Manual: File Code: PRO.DISRUPT.POL)

Psychological Crisis

A psychological crisis exists when an individual is threatening harm to himself or herself, or is agitated and disruptive.

1. If a psychological crisis occurs, call **911**.
2. For situations that do not involve a crisis, contact the **University Counseling Center** at 298-2453 Monday - Thursday between 8 a.m. and 5 p.m. On Friday, the Center is open 8 a.m. to 4:30 p.m.
3. After hours, students should call OPS.

Another resource available for dealing with personal and interpersonal problems is the Psychology Clinic. The clinic is primarily staffed by graduate students from the psychology academic program. It is located at 116 Waggoner Hall and can be reached by calling 309/298-1919.

Chemical or Radiation Spill

1. Report spillage of a chemical or radioactive material immediately to **911**. Do not return to affected area.
2. Anyone who may be contaminated by the spill should avoid contact with others. Do not touch anything.
3. When reporting, be specific about the nature and location of spilled material.
4. Persons not trained in spill clean-up techniques should immediately evacuate the area.
5. **Notify emergency personnel of persons with disabilities who are in the building and are unable to evacuate.**
6. **Do not use elevators in case of fire.**
7. Once outside, move to emergency assembly area or another clear area at least 150 yards from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
8. If requested, assist emergency personnel.
9. Do not return to an evacuated building unless directed to do so by the OPS.

List all Hazardous Materials in your building. Also list what rooms the material is in and where the Material Safety Data Sheets (MSDS) are kept for the material.

Hazard-Specific Procedures

Utility Failure

1. In the event an electrical failure occurs during regular working hours, notify the Physical Plant at 298-1834. After hours call the Office of Public Safety at 298-1949.
2. If there is danger to the building occupants, call **911**.
3. **Notify emergency personnel of persons with disabilities who are in the building.**
4. **Do not use elevators in case of fire.**
5. Once outside, move to emergency assembly point or another clear area at least 150 yards from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
6. If requested, assist emergency personnel.
7. Do not return to an evacuated building unless directed to do so by OPS.

Electrical/Light Failure: At present not all buildings are equipped with an emergency light system that will provide enough illumination in corridors and stairs for safe exiting. Departments should have flashlights available.

Elevator Failure: If you are trapped in an elevator, activate the elevator alarm and/or use the emergency telephone to notify the Office of Public Safety or call **911**. Never attempt to exit an elevator stopped between floors.

Plumbing Failure/Flooding: Cease the use of all electrical equipment. Notify the Physical Plant at 298-1834. If necessary, vacate the area. After 4:30 p.m. call OPS at 298-1949

Serious Gas Leak: Vacate the area. Do not switch on lights or any electrical equipment. Remember, electrical arcing can trigger an explosion! Notify the Office of Public Safety at **911**. Do not smoke, light matches, or use of a lighter.

Steam Line Failure: Notify the Physical Plant at 298-1834. After 4:30 p.m. call 298-1949. If necessary, vacate the area.

Ventilation Problem: If odor comes from the ventilation or equipment, vacate the area. Notify the Physical Plant at 298-1834 or 298-1949 after 4:30 p.m.

Criminal and Violent Behavior

OPS is located in Mowbray Hall and is staffed 24 hours a day for your assistance and protection. They are available 7 days a week 365 days a year.

REPORTING CRIMES IN PROGRESS

1. Be alert to suspicious situations or persons and report to **911**.
2. If you are a victim or witness to any on-campus violation of the law, such as assault, robberies, or theft, contact **911**.
3. Notify **911** as soon as possible and provide them with the following information:
 - Nature of incident
 - Location of incident

Hazard-Specific Procedures

- Description of person involved
- Description of property involved

Stay on the line with the dispatcher until help arrives. Keep the dispatcher updated on any changes so responding units can be updated. Even if you cannot communicate, keep the line open. The dispatcher may be able to learn more about what is happening.

REPORTING CRIMES NOT IN PROGRESS

If you have become a victim of a crime and it is not an emergency or life-threatening situation, telephone OPS at 298-1949 and be prepared to provide at least the following information:

1. Your name
2. Your address
3. Your telephone number
4. A brief synopsis of what occurred
5. Your exact location at the time of the call (room #, apartment #, campus building, etc.)

EMERGENCY CALL BOXES

Located at strategic locations on campus are emergency call boxes, which are commonly called “blue lights.” The boxes have a blue light on top and are marked “EMERGENCY.”

In the event of an emergency, to use the Emergency Call Box:

- Push the emergency button to alert the dispatcher
- When the dispatcher answers, hold the button in to relay your emergency to the dispatcher

Robbery/Theft

During a robbery you should:

1. Stay calm.
2. Do exactly as told by the robber, either by his words or actions.
3. Give exactly the amount demanded.
4. Be polite, courteous, and **observant**.
5. Observe the robber; look directly at him or her; concentrate on actions, speech, and appearance. Note the weapon used jewelry, and clothing worn.
6. Retain evidence such as a note.

After Robbery

1. Stay calm.
2. Go to the robber's exiting door and observe direction of escape.
3. Activate alarm if an alarm is available.
4. Dial **911**.

Hazard-Specific Procedures

5. Do not allow anybody to disturb the crime scene.
6. Lock all valuables.
7. Notify superior.
8. Write down all observations.
9. Cooperate with the police.
10. Do not discuss anything with the news media, unless directed to do so by University Relations or other University official.

Assault

Safety at the Office

1. Do not give out personal information while at work.
2. If working after hours, be sure the door of the building locks behind you upon entering and leaving.
3. Keep your office door locked, inform OPS at 298-1949 of your presence in your office.
4. Do not inform others that you are alone. If you have an active order of protection, notify OPS.

Safety in the Car

1. Park in well lit areas and have your key ready to unlock your vehicle.
2. You may wish to carry a cellular phone in your vehicle. While a cell phone cannot protect you, it can be useful for notifying the authorities.
3. Check your back seat before getting in to make sure no one is hiding there.
4. **Keep doors locked at all times.** If your car breaks down, raise the hood, put on emergency lights, and lock doors. Wait for someone to stop (stay in your locked car), and ask them to call the police or tow service or use your cellular phone to request assistance.

If You Are the Victim of a Sexual Assault:

1. Look for situations that you can exploit to your advantage. Your primary objective should be to survive the attack and avoid serious injury to yourself.
2. Take notice of the characteristics of your assailant including his habits, surroundings, contacts, speech and mannerisms. This information is important for the police in trying to apprehend the criminal.
3. Call **911**.
4. If you have been raped, do not shower, bathe, douche, or destroy any clothes you were wearing. Do not disturb the area where the assault occurred. If you change clothes, put clothes in a paper bag and take them to the hospital or police station for evidence. It is best not to change clothes. **Seek medical help.** Be sure to get medical attention for injuries and tests for sexually transmitted diseases and pregnancy.

Hazard-Specific Procedures

Sexual Assault Assistance

- Office of Public Safety..... **911** or 298-1949
- Beu Health Center298-1888
- Western Illinois Regional Council Sexual Assault Program (24 hours).....309/837-5555

Explosion, Aircraft Crash or Similar Incident

1. Immediately take cover under tables, desks or anything that will give protection from falling glass and debris.
2. After the effects of the incident have subsided, call **911**. Give your name, describe the location, and describe the nature of the emergency.
3. Notify emergency personnel of persons with disabilities who are in the building and are not able to evacuate.
4. Do not use elevators in case of fire.
5. Once outside, move to the emergency assembly area or another clear area at least 150 yards from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel. Do not return to an evacuated building unless directed to do so by the Office of Public Safety.
6. Do not return to the affected area, pick up any debris, light a match or smoke.

Bomb Threat

All bomb threats must be treated as a serious matter. To ensure the safety of the faculty, staff, students, and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities. However, a decision regarding evacuations will be made by OPS, fire officials, or other authorities. The procedures described below should be implemented regardless of whether the bomb threat appears real or not.

1. DO NOT HANG UP THE PHONE THAT THE CALL CAME IN ON. IF POSSIBLE, USE ANOTHER PHONE TO CALL **911**.
2. There is a **Bomb Threat Check Sheet** in appendix A. Any person receiving a telephone call that a bomb or other explosive device has been placed on campus should obtain as much information as possible:
 - a. Time of call and phone line the threat was received
 - b. Description and the location of bomb.
 - c. Perceived personal characteristics and gender of person
 - d. Noticeable speech pattern, accent, etc
 - e. Description of any background noise
 - f. Reason bomb was placed on campus
3. The emergency personnel will conduct a bomb search. **Do not touch any suspicious objects!**
4. If building evacuation alarms sound or you are instructed to leave by the OPS, leave by the nearest marked exit and alert others to do the same.
5. **Do not use elevators in case of fire.**

Hazard-Specific Procedures

6. **Notify emergency personnel of persons with disabilities who are in the building and cannot evacuate.**
7. Once outside, move to emergency assembly point or another clear area at least 150 yards from the affected building. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel.
8. **Do not return to an evacuated building unless directed to do so by the Office of Public Safety.**
9. If you observe a suspicious object, which may be a potential bomb on campus, **do not handle the object.** Clear the area and immediately call **911**.

If an evacuation alarm sounds, follow established building evacuation procedures (See the Emergency Evacuation Plan)

Civil Disturbance or Demonstrations

1. Most campus demonstrations are peaceful. Carry on business as normally as possible. Avoid provoking or obstructing the demonstrators.
2. Should a disturbance occur, call **911**. Use a private office when calling. Any threatening disturbance should be called in to **911**. The following actions should be taken:
 - a. Alert all individuals in area of disturbance.
 - b. Lock doors, secure files, documents and equipment.
 - c. If necessary, cease operations and evacuate.
 - d. Contact **911** for more instructions.
 - e. If a class is disrupted, call **911**.

Active Threat

An “active threat” is defined as any incident that by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community. Types of “active threats” can include active shooter, sniper, and suicide/Homicide bomber.

If you encounter an active threat:

1. Stay calm and assess the situation. Determine the location of the threat if possible.
2. Call **911** as soon as it is safe to do so.
3. Evacuate the area by a safe route if possible, if not seek an area of safe refuge.
4. If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. arm chairs, tables, cabinets, etc.).
5. Once in a secure location, **DO NOT** open the door for anyone but the police.
6. Render first aid to injured persons that may be in your area. Do this as long as it is safe to do so.
7. Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
8. If you must have contact with the individual posing the threat, attempt to find some cover (solid objects) to place between you and the individual.

Hazard-Specific Procedures

9. **DO NOT** approach police officers as they attempt to locate the threat. Follow all instructions given by law enforcement personnel. This is for your safety and the safety of those around you.

Hostage Situations

A hostage situation refers to the unlawful abduction or restraint of one or more individuals with intent to restrict their freedom, also referred to as a “barricaded suspect.”

Individual and Group Safety Information

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive. The captor is in a highly emotional state of mind.
- Don't speak unless you are spoken to and then only when necessary. Don't talk down to the captor, who may be in an agitated state. Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or may escape. The personal safety of others may depend on your memory.
- Be prepared to answer the police on the phone. Be patient. Attempt to establish rapport with the captor. If medications are needed by anyone, say so. The captors in all probability do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

The following are safety recommendations in case you are in a building in which a hostage situation is taking place:

- If you are able to leave the area or the building without placing yourself in danger, take the closest exit and go to the nearest phone and call OPS by dialing **911**.
- If you are unable to leave the area of the building without placing yourself in danger, go to the nearest unused office, lock and barricade the door, and call OPS by dialing **911**.
- While on the phone to police, state clearly that you need immediate assistance. If you are not in immediate danger, don't hang up until told to do so. Give your name, location, the nature of the problem and the people or area it involves.

General Information

Shelter-In-Place

One of the instructions you may be given in an emergency is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire building. Certain emergencies may occur that requires a shelter-in-place scenario or action.

Such emergencies could include:

- Tornados
- Campus violence
- Explosion
- Airplane crash

WIU Emergency Alert System

The Western Illinois University Emergency Alert System (WEAS) enables the delivery of voice, text, and e-mail messages to members of our campus community in the event of an emergency.

To sign up, students, staff, and faculty may go to www.wiu.edu/alertsystem and click on "Sign Up," which is located on the left side of the screen. Then, enter your nine-digit WIU ID (with no dashes or spaces) and your WIU e-mail address to access your emergency contact information.

Students, staff, and faculty can provide up to:

- Two home telephone numbers
- Two work telephone numbers
- Two cellular phone numbers
- One cellular phone number for receiving text messages
- One personal e-mail address

Computer Lab Emergency Operations

A Specific File Server on the LAN Goes Down

1. If their keyboard works, have them save their files immediately.
2. Notify the Helpdesk (8-2704) as soon as possible.

Severe Weather and Fire Drills

- When the forecast is bad, keep your computer connected to a certified weather channel. Periodically listen for the civil defense sirens. If the civil defense sirens sounds, (a high-pitched continuous blast from outside of the building) insist that everyone immediately save their work, turn off their machines, collect their belongings, and assemble in a place of safety. Refer to the Emergency & Disaster Booklet posted at each site. Make sure

everyone leaves the lab. The lab assistant on duty should be the last person to leave the lab. You are responsible for closing and reopening the lab.

- The civil defense siren indicates that a tornado has been seen. Get under furniture or crouch in the hallway with your head against the wall. Make sure you let the users know they will be safe if they remain on the first floor of the building, but if they choose to leave you must honor their request. The sirens will stop blowing when the threat of danger has passed. Remember, Macomb's civil defense sirens are tested the first Tuesday of each month at 10:00 a.m.
- In the event of a fire, the fire alarm will sound within the building. Again, instruct customers to save their work, gather their belongings, and assemble at the nearest outside exit. Do not use the elevators. Make sure everyone leaves the lab. You are responsible for closing and reopening the lab.
- In either event, whether fire or tornado, the goal is to exit the location and relocate to a safe place within three minutes. BE ASSERTIVE! These sirens are NOT a game.

Accident/Sudden Illness

- Call 911 or Public Safety (8-1949)
- Call the Helpdesk immediately (8-2704). Insist that an EMERGENCY EXISTS

Limiting or Cancelling University Operations

In some circumstances, university operations may be limited or shut down because of inclement weather conditions or incidents that endanger members of the campus community. The President or his/her designee is responsible for limiting or cancelling university operations.

See Appendix B for Official Policy

Training and Documentation

Training is an integral part of the safety and preparedness program for your building. It is the responsibility of each building/department to ensure all their employees are trained on the Building Emergency Plan for the building(s) they occupy. It is the **responsibility of the occupant** to become familiar with the Building Emergency Action Plan, to know evacuation routes and assembly areas, and to attend training(s) given by their building/department.

Acronyms

BEAP: Building Emergency Action Plan
BEP: Building Emergency Plan
BR: Building Representative
EAA: Emergency/Evacuation Assembly Area
EC: Emergency Coordinator
MDH: McDonough District Hospital
MSDS: Material Safety Data Sheets
OPS: Office of Public Safety
WEMS: Western Emergency Medical Service

Term Definitions

Building Emergency Action Plan: The plan is a document that consists of emergency procedures, activities for preparing for emergencies, and roles and responsibilities of building occupants.

EAA (Emergency Assembly Area): A pre-designated safe location near a building where building occupants assemble and report to the Roll Taker(s) after evacuating their building.

Emergency Coordinator: The emergency coordinator is a University employee who has a defined role in each campus building. In an emergency, the Emergency Coordinator should report to the Incident Command location to provide building information to emergency responders. The “all clear” information will typically be communicated to the Emergency Coordinator, when it is safe to return to the building, so that the occupants can be notified.

Emergency Responder(s): Person(s) who provide assistance in an emergency (or potential emergency) situation in a building. They are not building occupants and may be from OPS, Macomb Fire Department, Physical Plant, etc. In critical situations, they may take charge of the building and have full authority over activities in and around the building.

Roll Taker: A building occupant assigned to take roll at the emergency assembly area (EAA) after a building evacuation.

Appendix A

BOMB THREAT CHECK SHEET

Exact time of call _____

Exact words of caller _____

Questions to ask:

1. When is bomb going to explode? _____

2. Where is the bomb? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

Caller's voice: (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks:

Person receiving call: _____

Telephone number phone call was received at: _____

Date: _____

Report the bomb threat call immediately to 911.

Appendix B

Policy on Limiting University Operations Because of Emergency Conditions

The decision to cancel classes, to shutdown the University campuses or to take other appropriate actions in response to emergency situations shall be made by the President or his/her designee.

1. University Advisory:

This action authorizes:

A. Nonessential employees, upon notice of a University advisory, to leave work after notifying their supervisor. Employees leaving work shall use accrued vacation time, compensatory time, or approved leave without pay.

B. Nonessential employees, scheduled for shifts starting after notice of a University advisory, are to contact their supervisors for approval not to report for work. Employees not reporting for work shall use accrued vacation time, compensatory time, or approved leave without pay.

C. Employees in essential positions may be required to work their regular shifts at straight-time pay during this period.

2. University Shutdown:

If the University is shut down, employees will be dismissed from and paid for their regular working shift. Employees working in essential positions may be required to work their regular hours during a total shutdown.

Essential versus nonessential employees will be determined by the supervisor and will depend on the nature of the advisory situation.

If classes are not canceled, students should arrange with faculty to complete academic course requirements missed during the time of the advisory. Individual faculty members are responsible for their academic course requirements and it is the individual faculty member's decision whether or not to grant a request to make up work that has been missed as a result of a "University Advisory."

If classes only are canceled, faculty, administrative, and civil service employees will be required to be at all regular work assignments, consistent with provisions listed above.

If classes only are canceled, faculty members will inform students at a later time how missed course activities will be satisfied.

It is understood that normal University operations will be disrupted during a University shutdown or advisory. This may include snow removal, mail delivery, custodial services, etc.

(Official University Policy Manual: File Code: PRES.EMERGENCY.COM)