

SECTION 7: SAFETY

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

The information in this handbook is intended for use by faculty, staff and students of Joliet Junior College. It has been designed to provide a quick reference in cases of emergency. All employees should become familiar with its contents.

In addition to this handbook, there are detailed evacuation plans and shelter diagrams in most rooms and open areas to give direction during emergencies.

The more prepared you are, the better you will be able to respond to an emergency situation. Direct any specific questions or comments about this material to the Environmental, Health and Safety Manager at ext. 2384.

INJURY EMERGENCY

Regardless of the source or type of injury or emergency, careful attention to administrative procedures must be paid to ensure the handling of injuries.

After a Workplace Injury or Illness:

1. Seek medical treatment by either contacting Campus Police at ext. 2911 or for an ambulance, 911 for the Joliet Fire Department.
2. Notify your supervisor immediately if you are an employee.
3. Make sure a "Report of Accident" form is filed with your immediate supervisor as soon as possible.

You can also reach the Campus Police immediately using one of the Call Boxes located in and near the elevators and in the parking lots on the Main Campus.

To report suspicious activity, contact the JJC Campus Police at extension 2234, 2301, or 2911.

JJC Campus Police are responsible for law enforcement, security, and emergency response. Campus Police services include emergency medical staff, lost and found, and an emergency on-campus motorist assist unit which will help with minor car problems (flat tires, out of gas, keys locked in, etc.).

Campus Police will accompany any employee to their car when leaving the buildings late at night, or at any time you feel the need for security.

TORNADO/SEVERE WEATHER

1. A tornado warning is issued when a tornado has been sighted in the area.
2. Once notified, remain calm and move to a designated Severe Weather Shelter Area or other place of safety. Lead your students/employees, following directions posted in the room for Tornado Evacuation. Stay indoors, away from windows and large unsupported ceilings. Account for everyone in your room.
3. If outside, take shelter inside the nearest building.
4. After the storm has passed, call Campus Police (ext. 2911) to report any injuries or damage to buildings. Also notify Physical Plant at ext. 2332.
5. If the building is severely damaged, evacuate the building as soon as the storm has passed.

COLLEGE CLOSING PROCEDURE DUE TO SEVERE WEATHER CONDITIONS (Board Procedure 9.12)

The decision to close the College due to severe weather conditions or other situations which may pose a threat to the safety or welfare of the students or

staff rests with the President. Recommendations will be provided by the Vice President for Academic Affairs, the Vice President for Business Services and the Vice President for Student Services after reviewing the necessary input from the following offices:

Campus Police:

Information from the Law Enforcement Agency Data System as to the condition of roads and highway systems. Information is to be called into the Vice President for Business Services.

Physical Plant:

Information regarding accessibility of campus facilities, roads and sidewalks. Information from the U.S. Weather Services as to the prediction of conditions of the Joliet vicinity. Information is to be called into the Vice President for Business Services.

Community Relations Office:

Information regarding decisions of local school districts and colleges to close or stay open, if available. Information is to be relayed to the Vice President for Academic Affairs.

After reviewing the above input and recommendations from the Vice Presidents, the President will arrive at a decision in accordance with the following guidelines:

1. The decision to close the College for day classes is to be made prior to 5:30 a.m.
2. The decision to close the College for evening classes is to be made prior to 3:00 p.m.
3. Students will not be expected to report for class.
4. The decision to close will apply to the Main Campus and all satellites unless a specific exception is made by the President.
5. In the event of a College emergency closing, full-time employees are not expected to report for work and would receive full pay.
6. Physical Plant personnel and Campus Police personnel would be expected to report for work in accordance with emergency work schedules established by those offices.

7. Telephone trees and notification of radio stations would be initiated immediately the three Vice Presidents to notify the College community of the emergency situation.
8. An appropriate message would be placed on the switchboard in the event of the closing of the college.
9. This procedure is effective Monday through Saturday.

Telephone trees are established to communicate the decision to close the College.

If you find a need to be on campus or to come on campus when the College is officially closed, you must notify Campus Police.