

Third Edition

FACULTY AND STAFF EMERGENCY RESPONSE HANDBOOK



JOLIET
JUNIOR COLLEGE
—1901—

Prepared by
Joliet Junior College

ENVIRONMENTAL
HEALTH & SAFETY

AND

CAMPUS POLICE

INTRODUCTION

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.

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.

ACTIVE SHOOTER/ARMED OFFENDER

Active shooter - a person who is actively firing a weapon.

Armed offender - an armed person, not actively attacking.

Each active shooter/armed offender situation is unique. There is no single “correct response”. Have a personal plan including a study of your work area, escape routes, hiding spots, how to lock or barricade the room and how to call for help. Any action taken to disrupt an offender’s plan, is likely to reduce casualties. Risks can be reduced with proper planning.

Options / Actions:

1. Call 911. Provide as much information as possible, including location, offender descriptions and actions.
2. Run/escape/hide if at all possible.
3. Take cover by locking/barricading yourself in a room.
4. Turn off lights and remain silent and away from windows.
5. Play dead if necessary.
6. Keep cell phones on silent to avoid detection.
7. Follow directions from police personnel at all times.
8. Attack the attacker or disrupt his plan if possible and necessary for survival.
9. ALWAYS THINK ESCAPE

HOSTAGE INCIDENT

A hostage taker usually does so to achieve a desired outcome, as opposed to having an imminent desire to kill. Hostage situations can, however, change very quickly into a deadly shooting situation.

If you find yourself in a hostage situation:

1. Remain calm.
2. Call 911 and advise your exact location and situation.
3. Always look for a chance to escape if you can do so safely.
4. If a police intervention occurs, take cover and follow instructions.

If you are in the vicinity of a hostage taking, but not directly involved:

1. Leave the area if safe to do so and warn others.
2. Call Campus Police at 815-280-2911 or 911 and provide as much detail as possible about the hostage situation.

BIOLOGICAL THREAT / INCIDENT

A biological threat involves human exposure to germs, viruses or other contagions, which are usually communicable in nature. In the event of a confirmed or suspected biological incident, campus authorities will initiate a biological response plan involving fire, EMS, local hospitals and the Will County Health Department as needed.

If you believe you have been exposed to a biological agent:

1. Remain calm and move away from the contamination source, but do not approach others.
2. Wash any exposed areas with soap and water.
3. Notify Campus Police at 815-280-2911 or call 911.
4. Warn others, who may be nearby but not affected, to leave the area.
5. Wait for medical and emergency personnel to arrive and provide direction.

BOMB THREATS & EMERGENCIES

Bomb threat - bomb reported but not located.

Bomb emergency - bomb located or an explosion occurred.

Bomb Threats

Phone:

1. Ask as many questions as possible and take detailed notes. ie. type of bomb, location, time of detonation etc.
2. Listen for background sounds, accents, etc. and make notes.
3. If possible, have another employee phone police while you remain on the line with the caller.
4. Campus Police can be reached at 815-280-2911 or, at ext. 2911 from any college phone.
5. If possible, remain on the line with dispatch until released.
6. If the threat is regarding your area, check for any unfamiliar objects and evacuate if necessary.

Written:

1. Avoid handling the item on which the threat is written.
2. If hand delivered, obtain a detailed description of the person.
3. Call Campus Police immediately at 815-280-2911 or ext. 2911 from any campus phone.
4. If possible, remain on the line with dispatch until released.
5. If the threat is regarding your area, check for any unfamiliar objects and evacuate if necessary.

Electronic:

1. Do not delete the electronic message.
2. Call Campus Police immediately at 815-280-2911 or ext. 2911 from any campus phone.
3. If possible, remain on the line with dispatch until released.
4. If the threat is regarding your area, check for any unfamiliar objects and evacuate if necessary.

Bomb Emergency:

If an explosive device or a suspected device has been located, a bomb emergency exists.

1. Do not attempt to handle the item.
2. Warn others and evacuate the area immediately.
3. Contact Campus Police at 815-280-2911 or ext. 911 from a college phone.

CRISIS MANAGEMENT

1. Become familiar with the areas you use. Before an incident occurs, know your evacuation routes and where to take shelter and how you will respond, depending on the emergency.
2. STAY CALM. Do not make the situation worse. Set the example. Others will respond as you do.
3. Be prepared to provide as much detailed information as possible to law enforcement and medical personnel.
4. If you find yourself in charge of an area, delegate duties. Clearly communicate assignments and expect others to do their part.
5. Use plain language during a crisis. Keep communications simple and straightforward.
6. Be aware of those around you. Be alert to offenders as well as victims and those needing your help.
7. Discuss your plans and questions with others in your area. A group plan is better than several individual ones.

EARTHQUAKES

Though the occurrence of a serious earthquake within the District 525 region is unlikely, there have been several earthquakes or tremors over the past 20 years.

In the event of an earthquake:

1. Evacuate the building and move away from any structures or poles that could fall.
2. If unable to evacuate, find shelter in a doorway or under a strong desk that can deflect falling items.
3. Call 911 to report any injured or trapped persons.
4. Call 911 to report gas leaks, fallen power lines or other dangerous situation.
5. Do not reenter buildings until an all clear has been sounded.

EMERGENCY PHONE NUMBERS

Campus Police:

Emergency: 815-280-2911 – from any phone
Ext. 2911 - from any college phone

Non Emergency: 815-280-2234 - from any phone
Ext. 2234 - from any college phone

Local Police & Fire:

911- will reach the local police & fire for your campus and information will be relayed to Campus Police.

EMERGENCY PHONE NUMBERS

EVACUATION OF MOBILITY IMPAIRED

If you are a mobility impaired person:

1. Plan ahead as to the route you will take during an evacuation.
2. Discuss with co workers or fellow students how they may be able to assist you in an emergency.
3. If unable to go down stairs move to a major elevator lobby or major stairwell lobby.
4. If the emergency involves fire or a possibility of an electrical outage in the area, do not use elevators.
5. If help is available from others in the area to get you out of the building, allow them to assist you.
6. If you are unable to obtain assistance from others, call Campus Police at 815-280-2911 or call 911 to provide your exact location and situation. Campus Police will send rescue personnel to your location to assist you in evacuation.
7. If fire or smoke is in the area, do your best to relocate to another area out of danger and notify Campus Police or call 911 to advise them of your new location.
8. In Buildings A,E and U, "Areas of Rescue" have been added to upper level stairwell landings. These areas are clearly marked and equipped with Emergency Phones linked to Campus Police and contain space for several wheelchairs. When calling Campus Police, provide your location as designated on the stairwell signage.

If you encounter a mobility impaired person:

1. Assist the person in exiting the building or to a major stairwell lobby or elevator lobby.
2. If the emergency involves fire or a possibility of an electrical outage in the area, do not use elevators.
3. If there is immediate danger from fire or smoke, obtain assistance from others and carry the person out of the building if possible or move them to a safer location.
4. If there is no immediate danger, call Campus Police at 815-280- 2911 and advise the person's location. Emergency Personnel will be sent to assist. If possible, remain with the person until help arrives.
5. To assist in moving physically impaired persons down stairs, Evacuation Stair Chairs have been strategically placed in stairwells throughout the campuses.

FIRE

All Joliet Junior College campuses are equipped with fire alarm systems. Fire alarms consist of a high pitched continuous horn accompanied by a flashing strobe light. There will not be an accompanying audio message.

If you hear or see an activated fire alarm in your area:

1. Evacuate the building immediately. Do not call police to ask if there is a need to evacuate. Do not use elevators.
2. Follow instructions of Sector Leaders during evacuation.
3. Assist elderly or disabled persons in evacuation or call police with their location.
4. Move away from the building and entrances to allow access for emergency personnel.
5. Do not return to the building until the all clear has been sounded by PA or an authorized official.

If you observe a small contained fire such as a garbage can:

1. Call or direct someone to call 911 or activate a pull station.
2. If trained, use a fire extinguisher, but not at the risk of your life.
3. If you are successful in extinguishing the fire, evacuate the area and contact Campus Police with details of the fire location and status.
4. Do not attempt to extinguish large uncontrolled or smoky fires.

HAZMAT/CHEMICAL SPILLS

Hazardous material or chemical spills may occur from an internal (on campus) or external (off campus) source. District 525 is home to one of the largest intermodal truck facilities in the world and is transected by a number of major rail lines and three major interstates. Any of these could become the source of a major hazardous material spill. Additionally, there are a large variety of chemicals used on campus every day, which if spilled or combined, could create a dangerous situation.

If you detect a hazardous material spill internally:

1. Notify those around you and evacuate the area immediately. You may utilize a fire alarm pull station to warn others in the area.
2. Notify Campus Police at 815-280-2911 or call 911 directly with the exact location and any information you may have regarding the material involved.
3. If possible, notify Facility Services at 815-280-2396 and request a “shut down” of the ventilation systems.
4. Assist any injured persons away from the area of the spill if possible.

In the event of a hazardous material spill from an external source:

1. A PA announcement will be made as soon as information is available.
2. Close all windows and, if possible, shut down any air intakes you may have access to.
3. Facility Services will shut down ventilation systems as necessary to prevent fumes from being drawn into the buildings.

INJURY EMERGENCY

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

1. If an injury requires emergency medical response, dial 911 to reach local fire department
2. Once an ambulance has been dispatched, you may also call Campus Police at 815-280-2911 or ext. 2911, from a college phone.
3. A “Report of Accident Form” must be completed for any injury to staff, students or guests, as soon as possible. The form is the responsibility of the employee and supervisor. In cases of student or visitor injuries, the report will usually be completed by Campus Police and the injured party.

JOLIET JUNIOR COLLEGE
CAMPUS POLICE DEPARTMENT &
ENVIRONMENTAL, HEALTH & SAFETY
MISSION STATEMENT

THE MISSION FOR EVERY MEMBER OF THIS AGENCY IS TO SEEK AND FIND WAYS TO AFFIRMATIVELY PROMOTE, PRESERVE AND DELIVER A FEELING OF SECURITY, SAFETY AND QUALITY SERVICES TO ALL MEMBERS OF, AND INDIVIDUALS WHO PASS THROUGH, OUR COLLEGE COMMUNITY. EVERYONE WITH WHOM WE HAVE CONTACT WILL BE TREATED WITH RESPECT, DIGNITY AND WITH UTMOST SAFETY IN MIND.

Joliet Junior College
1215 Houbolt Road
Joliet, IL 60431-8938
Campus Police Department, ext. 2234
and the Environmental, Health and Safety
Manager, ext. 2384.

RADIOLOGICAL INCIDENT

The Joliet Junior College campuses are located within 10 miles of the Dresden Nuclear Power Plant. In the event of a radiological release at the plant:

1. Will County Emergency Management Agency will notify JJCPD of the need to “shelter in place” or to evacuate.
2. In the event of a shelter in place determination, Campus Police will notify Facility Services to shut down all air intake equipment.
3. Campus Police will notify the public to shelter in place inside buildings pending further direction.
4. In the event of an evacuation determination, Campus Police will relay to the public, the evacuation routes and the location of the designated congregate care shelter.

TORNADO / SEVERE WEATHER

Joliet Junior College is located in an area prone to tornados. Blue and white “Severe Weather Shelter” signs are posted throughout all JJC campuses denoting areas that are considered safe in the event of a tornado.

Tornado Watch : Weather conditions are right for the development of a tornado.

In the event that a tornado watch is issued by the National Weather Service within a 20 mile radius of a JJC campus, a prerecorded warning is issued via the PA system, every hour while the watch is in effect. The message advises students & staff to be prepared to take cover in designated severe weather shelters should the watch be upgraded to a warning.

Tornado Warning : A tornado or funnel cloud has been spotted.

In the event a Tornado Warning is issued by the National Weather Service or a funnel cloud reported within a 20 mile radius of a JJC campus, a prerecorded warning is issued. The warning is preceded by three series of three horns followed by a verbal announcement. When the warning is activated, students and staff will be directed to move to shelter areas with the assistance of Sector Leaders. Shelter areas are clearly designated with blue and white “Severe Weather Shelter” signage.

In most cases, sheltering should be done on the lowest possible level in areas away from glass or in stairwells. In the A, E and U Buildings, some rooms on the second and third floors have been marked as shelter areas due to the shortage of shelter space on the ground floors.

An “All Clear” announcement will be issued when the Tornado Warning has been lifted. Please remain in shelter until the “All Clear” has been announced.

UTILITY FAILURES

Utility Failures: electric, water, gas, heating/cooling or plumbing contact Facility Services at ext. 2332.

Elevator Failures: contact Facility Services at ext. 2332.

Computer Network Failure:
contact I.T. HELP desk at ext. 4357 (HELP)

Phone Network Failure: contact I.T. HELP desk from a working phone ext. 4357 (HELP) or 815-729-9020 ext. 4357

If no phone access is available, send e-mail request to helpdesk@jjc.edu