

1st Edition



Emergency Preparedness Handbook



To ensure a safe campus, the University of St. Francis (USF) community must work together by understanding our responsibilities if an emergency should occur. We have developed this handbook to help with emergency preparedness efforts. The following sections address how to prepare and respond in emergency situations that may arise. Help make USF a safe university by becoming familiar with this guide and placing it somewhere visible and easily accessible. For additional information contact the Department of Safety, Security and Transportation at 815-740-3200.

The University of St. Francis Department of Safety, Security and Transportation is tasked with promoting a safe campus and protecting our community. This cannot be accomplished alone and requires involvement from all corners of the university, including students, faculty and staff.

Table of Contents	2	Fire Severe Weather Assisting People With Access and Functional Needs
	3	Medical Emergency Utility Failure Biological Release/Chemical Spill Suspicious/Unusual Packages Suspicious Person Bomb Threat
	4	Violent Active Threat (Active Shooter) Crime
	5	Emergency Preparedness Tips
Back Cover		Emergency Phone Numbers



Fire

In the case of a fire, follow this procedure:

- Pull the fire alarm.
- Leave the building immediately using the closest emergency exit.
- Close doors behind you.
- Call University Safety, Security, and Transportation Desk (SSTD) (815-740-3200) or 9-1-1 when safe to do so.
- Assemble in a designated area.
- Re-enter the building only when instructed by officials.
- Do not assume an alarm is false.
- Use stairs, do not use elevators
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call (SSTD) (815-740-3200) or 9-1-1 to report your location.
- If trained, use a fire extinguisher if the fire is small and contained, and room is not filled with smoke.



Severe Weather

Thunderstorms are the most common type of severe weather in the metropolitan Chicago area. However, winter snowstorms, extreme hot/cold temperatures, flooding, severe thunderstorms and tornadoes can occur. Check the National Weather Service website at www.weather.gov/lot for further information.

Shelter-in-place for severe thunderstorms and tornadoes:

- Seek shelter indoors in a low part of the building.
- Move to a windowless interior room away from hazardous materials.

- Take cover under a sturdy object or against an interior wall.
- Monitor USF Campus Advisories and local media.
- Wait for the "All Clear" before leaving your safe space.

WEATHER TERMS

WATCH: Conditions are favorable or expected.

WARNING: Conditions are occurring or imminent.



Assisting People With Access And Functional Needs

Blind or Visually Impaired

- Clearly announce the emergency.
- Offer your arm for guidance.
- Lead the person and alert them of obstacles.

Deaf or Hard of Hearing

- Turn lights on or off to gain the person's attention.
- Indicate directions with gestures or a written note.

Mobility-Impaired

- Guide the person to the nearest exit stairwell or safe area of refuge.
- Do NOT use elevators.
- Call SSTD (815-740-3200) or 9-1-1 to report your location.
- Stay with the person if it can be done without unreasonable personal risk.
- If in imminent danger and the person requests assistance before emergency personnel can arrive, find volunteers (Fire Wardens) to evacuate the person per his/her instructions.



Medical Emergency

- Call SSTD (815-740-3200) or 9-1-1 immediately.
- Provide the location, nature of injury or illness, current location of the victim and other requested information.
- Remain on the phone until directed to hang up.
- Stay with the victim.
- Do not move the victim unless he/she is in immediate danger.



Utility Failure

Utility failures include full/partial power outages, gas leaks/unusual odors, flooding/plumbing problems, broken or malfunctioning life-safety equipment or elevator entrapment.

- Move to a safe area.
- Call SSTD (815-740-3200) to report issues.
- Be prepared to provide failure type and location.
- Building may be evacuated due to utility failures.



Biological Release/Chemical Spill

- Secure area and do not attempt to clean unless properly trained in managing biological releases or chemical spills.
- Move to a safe area.
- Call SSTD (815-740-3200) and 9-1-1 and provide information and type of release or spill.
- If the release or spill has the potential to impact a larger area, activate the building's fire alarm and evacuate individuals from the immediate work and/or laboratory area.



Suspicious/Unusual Package or Mail

- Do not open the item(s).
- Leave the area and close doors behind you.
- Call SSTD (815-740-3200) or 9-1-1 and provide a detailed description of the item(s) and its location.



Suspicious Person

- Call SSTD (815-740-3200) or 911.
- Do not confront the person or let the person into a locked building or office.
- Do not block the person's access to an exit.



Bomb Threat

Obtain as much information as possible from the caller and report the threat immediately to SSTD (815-740-3200) or 9-1-1.

Be sure to note:

- Precise time of call.
- Caller's exact words.
- Noticeable characteristics of the caller (i.e., gender, age, calm/angry, excited/slow, accent, stutter, lisp, high/low pitched, etc...)
- Information regarding the device and possible location.
- Background sounds (i.e., machine, voices, street noises, music, etc...)
- Threat language (i.e., well spoken, taped, irrational, foul, incoherent, etc...)

Ask the person questions, such as:

- Where is the bomb located?
- When will the bomb explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- If so, why?
- If not, who did?
- What is your name?
- What is your address?



Violent Active Threat (Active Shooter)

If a violent active threat (i.e., active shooter) is in your vicinity:

Call 9-1-1 (1st-Primary) then SSTD (815-740-3200) when it is safe to do so and provide information, including the location and number of suspect(s), weapons used and the number of potential victim(s).

RUN (EVACUATE)

If there is an accessible escape path, attempt to run from the area:

- Have an escape route and plan in mind.
- Evacuate regardless if others agree to follow.
- Leave your belongings behind.
- Help others escape if possible.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.

HIDE

If evacuation is not possible, find a place to hide where the violent active suspect(s) is less likely to find you:

- Hide in an area out of the violent active suspect(s) view.
- Find protection if shots are fired in your direction.
- Lock the door(s)...if possible.
- Block entry to your hiding place with heavy objects or furniture pieces.
- Do not trap yourself or restrict your options for movement.
- Silence your cell phone and stay quiet.
- Wait for law enforcement.

FIGHT (TAKE ACTION)

As a last resort and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the violent active suspect(s) by:

- Acting as aggressively as possible against him/her.
- Yelling.
- Throwing items and improvising weapons.
- Committing to your actions.

**Adapted from DHS Active Shooter Guidelines, DHS.gov*



Crime

Criminal acts toward persons or property can occur on or off campus.

Be sure to:

- Remain in or move to a safe area.
- Report criminal or suspicious activity to SSTD (815-740-3200) or 9-1-1.

Action Terms

SHELTER-IN-PLACE: Take immediate shelter indoors and isolate yourself away from the threat.

EVACUATE: Leave an area or building and move to a safe area.

EMERGENCY PREPAREDNESS TIPS

Make a Plan

Get Away/Evacuate

- Know alternate exit routes.
- Identify a safe location to shelter.

Shelter in Place

- Identify a safe location to shelter.
- Know how to protect and isolate yourself from the threat.

Communication

- Consider a variety of ways to keep in contact with family, friends, roommates and co-workers.

People with Access and Functional Needs

- Include family, friends, roommates and co-workers in your plan by helping them understand your needs during an emergency.

Build a Kit

Have at least three days of supplies to sustain yourself. Recommend items*:

- Water (one gallon per person per day)
- Non-perishable food
- Flashlight & extra batteries
- First aid kit
- Radio & extra batteries
- Medications & items for unique needs
- Cash & some change
- Clothes & comfortable shoes
- Important documents
- Filter mask or cotton T-shirt
- Moist towelettes, garbage bags & plastic ties
- Plastic sheeting & duct tape
- Whistle
- Mobile device charger

**Adapted from Ready.gov*

Stay Informed

USF Emergency Notification Systems (i.e., RAVE and Bullhorn) are used on the USF Campus to send emergency alerts to email addresses, mobile devices, and telephone numbers. Students, faculty and staff are requested to maintain current contact and campus location information updated in their USF profiles.

Local media, such as **WJOL 1340 AM**, delivers additional community awareness.

TIPS

- Always carry your USF ID Card.
- Keep USF Alert contact information up-to-date.
- Know your location and exits, and the placement of first aid kits, AEDs and fire extinguishers.
- Program USF SSTD and personal I.C.E. (i.e., in case of emergency) numbers into your mobile devices.
- Report unusual/suspicious activities or items.

EMERGENCY TELEPHONE NUMBERS

USF Security

Main Desk	815-740-3200
Secondary Desk Number	815-740-3480

Joliet Police Department

Emergency	9-1-1
General	815-724-3100
Non-Emergency	815-726-2491
Communications	815-724-3270

Joliet Fire Department

Emergency	9-1-1
General	815-724-3500
Non-Emergency	815-726-2401
Emergency Medical Services (EMS)	815-740-0911

City of Joliet Public Works	815-724-4200
-----------------------------	--------------

City of Joliet Public Utilities	815-724-3760
---------------------------------	--------------

FBI Lisle Field Office	630-505-5755
------------------------	--------------

Illinois State Police District 5	815-726-6377
----------------------------------	--------------

Illinois Poison Center	800-222-1222
------------------------	--------------

Will County Sheriff's Office	815-727-8574
------------------------------	--------------

Will County Emergency Management Director	815-791-7869
---	--------------

Will County Health Department	815-727-8480
-------------------------------	--------------

American Red Cross-Chicago/ Northern Illinois Chapter	312-729-6100
--	--------------

American Red Cross— Joliet Chapter	630-378-0344
---------------------------------------	--------------

Hospitals

Silver Cross	815-300-1100
Presence St. Joseph	815-725-7133

