

# KISHWAUKEE COLLEGE EMERGENCY INFORMATION

## EMERGENCY CONTACTS:

- **Police/Fire/Rescue** .....9 - 1 - 1
- **Campus Security**.....9 - 5 - 2 - 9
- **DeKalb County Sheriff**.....8 - 1 - 815 - 895 - 2155  
*(only if no answer at 9 - 5 - 2 - 9)*
- **Custodial Services** .....9 - 4 - 6 - 8 (or switchboard: 0)



## Emergency Communications

- To dial an on-campus number or a 911 emergency, simply dial the three digit extension or 9-1-1; to dial off-campus number, dial 8, then 1-area code-number. The room number and closest Building entrance/exit is located on a bright yellow card near the phone or entry door.
- Emergency personnel on campus are the DeKalb County Sheriff deputies (in uniform), maintenance personnel (in blue work shirts with Kish patch), or administrative personnel who will carry two-way radios and name tags in an emergency.
- Emergency information will be posted on the TV monitors located throughout campus and/or via KC text alerts, when possible.
- Emergency information will also be posted on the Kishwaukee College website, if possible, and communicated to students and staff via Kishwaukee College email accounts.
- Students and staff are to go to predetermined rally points. The rally points are: southeast corner of Parking Lot A, softball field, and grass area between main building and Astro Building, west of Parking Lot B. Students and staff are encouraged to meet at the rally points and stay until directed to leave campus. This allows for accuracy in determining everyone's safety and to keep driveway entrances to campus clear for

10/14

**EMERGENCY COMMUNICATIONS**

## Bomb Threat

**IMPORTANT NOTE:** Do not use pagers, cell phones and two-way radios when warned of possible bomb in the building — these devices can trigger an explosive device.

- If receiving a bomb threat via phone:
  - Keep caller on line as long as possible — ask for details: when, where, how long before detonation, why?
  - Write down exactly what the caller says.
  - Note any other information about caller: gender, tone, background noise, etc.
  - Dial 9-1-1, or have someone dial 9-1-1.
- If receiving bomb threat via note/graffiti:
  - If note is on paper, touch it as little as possible; if graffiti, note exact location and time you saw it.
  - Dial security 9-5-2-9 or switchboard - 0 - to notify campus.
- Students and staff are to go to predetermined **rally points**. The rally points are: southeast corner of Parking Lot A, softball field, and grass area between main building and Astro Building, west of Parking Lot B. Students and staff are encouraged to meet at the rally points and stay until directed to leave campus. This allows for accuracy in determining everyone's safety and to keep driveway entrances to campus clear for emergency vehicles.

**BOMB THREAT**

## Earthquake

- Take cover under desks, chairs, a strong doorway or anything else that can give some protection.
- Stay away from windows or glassed-in areas.
- DO NOT leave the building during the earthquake as there is extreme danger in entering/exiting buildings during the tremors.
- After earthquake, evacuate building and go to rally point—avoid any electric wires, poles, trees, or anything else that may have been weakened and could fall.
- DO NOT reenter building.
- Follow instructions of emergency personnel as there may be unknown damage off campus.
- Students and staff are to go to predetermined **rally points**. The rally points are: southeast corner of Parking Lot A, softball field, and grass area between main building and Astro Building, west of Parking Lot B. Students and staff are encouraged to meet at the rally points and stay until directed to leave campus. This allows for accuracy in determining everyone's safety and to keep driveway entrances to campus clear for emergency vehicles.

## EARTHQUAKES

## Explosion

- Dial 9-1-1.
- DO NOT USE cell phones or other electronic devices—these could trigger further explosions.
- Take cover under solid furnishings, away from windows if possible.
- If it is safe to do so, evacuate building and go to the rally points.
- If it is not safe to evacuate (there is excessive damage and debris), wait for emergency personnel to assist in evacuating you.
- Students and staff are to go to predetermined **rally points**. The rally points are: southeast corner of Parking Lot A, softball field, and grass area between main building and Astro Building, west of Parking Lot B. Students and staff are encouraged to meet at the rally points and stay until directed to leave campus. This allows for accuracy in determining everyone's safety and to keep driveway entrances to campus clear for emergency vehicles.

**EXPLOSION**

## Fire

- If you see fire/smoke:
  - Dial 9-1-1.
  - Evacuate building quickly, and take valuables with you.
  - Meet at predetermined rally point outside.
  - Check in with instructor or supervisor at rally point.
- If you hear the fire alarm sounding in building:
  - Evacuate building quickly, and take valuables with you.
  - Last person leaving room should turn off lights and close door.
  - Meet at predetermined rally point outside.
  - Check in with instructor or supervisor.
- Do not leave campus—this will assist with determining safe and complete student and staff evacuation from building and allow emergency personnel to access building via Malta Rd. entrances without obstruction.
- Wait for instruction from security personnel to return to the building.
- Students and staff are to go to predetermined rally points. The **rally points** are: southeast corner of Parking Lot A, softball field, and grass area between main building and Astro Building, west of Parking Lot B. Students and staff are encouraged to meet at the rally points and stay until directed to leave campus. This allows for accuracy in determining everyone's safety and to keep driveway entrances to campus clear for emergency vehicles.

**FIRE**

## Hazardous Materials/Spills—Nuclear, Biological, Chemical

- Dial Custodial Services 9-4-6-8 or switchboard - 0 - .
- Do not touch the material and keep others away from the material.
- Notify neighboring rooms/offices.
- If someone has come into contact with the material:
  - Dial 9-1-1 for medical assistance.
  - Check MSDS sheets and follow suggested procedures.
  - If there are no MSDS sheets, wait for medical personnel before attempting to remove substance, to avoid unintentionally adding a catalyst.
- If there are noxious fumes, evacuate building; notify other rooms in the area for evacuation.
- DO NOT RETURN to area until emergency personnel give the all clear.
- Students and staff are to go to predetermined **rally points**. The rally points are: southeast corner of Parking Lot A, softball field, and grass area between main building and Astro Building, west of Parking Lot B. Students and staff are encouraged to meet at the rally points and stay until directed to leave campus. This allows for accuracy in determining everyone's safety and to keep driveway entrances to campus clear for emergency vehicles.

**HAZARDOUS MATERIALS/SPILLS - NUCLEAR, BIOLOGICAL, CHEMICAL**

## Locations of AED Devices

<b>Caulkin</b> hallway across from E131	<b>C1100</b> outside Bookstore across from restrooms
<b>Childcare</b> by observation room	<b>C2100</b> hallway across from Sherriff's office
<b>COB</b> hallway next to men's restroom	<b>C1200</b> Atrium south of the Library
<b>B1400</b> hallway across from B1407	<b>A1200</b> hallway, west of Jenkins across from restrooms
<b>B1200</b> hallway in Health Careers Wing	<b>A1400</b> outside of A1401

## Medical Emergency

- Dial 9-1-1. Give location of victim (nearest room/room number if in a common area).
- Do not attempt to move the victim unless the person is in danger.
- If there are no signs of circulation, properly trained individuals should begin CPR.
- Locate nearest AED, bring it to victim and a properly trained individual should use AED on victim.
- Stay with victim and keep victim warm/covered until emergency medical personnel arrive.

**MEDICAL EMERGENCY**



## Mental Health Emergency

- If individual is exhibiting threatening behavior to self or others, dial 9-1-1. Give location of victim (nearest room/room number if in a common area).
- If exhibiting disruptive non-threatening behavior, call campus security 9-5-2-9 or Student Services 9-3-7-5 or switchboard - 0 - .
- Offer to accompany individual to Student Services (Room C2100, 815-825-2740).

### **Changes in behavior warning signs:**

- Changes in hygiene, speech, attentive or social interactions.
- Severe loss of emotional control.
- Excessive drug/alcohol use.
- High level of irritability.
- Impaired speech.
- Excessively morbid or violent/depressive themes in written assignments.
- Verbal expression of suicidal or violent thoughts.

**MENTAL HEALTH EMERGENCY**

## **Tornado/Severe Weather**

- Stay inside building.
- Check yellow signs on inside of room door for directions to nearest tornado/severe weather safe area.
- Stay away from windows and large open rooms like gyms and atriums.
- Crouch down under solid furniture or against wall and cover head.
- Wait until “all clear” is sounded by College administrative personnel.

**TORNADO/SEVERE WEATHER**

## Utilities

### **Gas Leak:**

- If smell is strong, evacuate building or affected area.
- Do not use cell phones or other small electronic devices or light cigarettes.
- Dial Custodial Services 9-4-6-8 or switchboard - 0 - to report possible gas leak.
- Call NICOR 8-1-815-261-9435.
- Dial 9-1-1.

### **Electrical Failure:**

- Emergency lighting will come on in hallways.
- Classrooms will be dark — reflective tape is on door handles and sharp corners.
- Evacuate to lighted area for detailed information on expected length of outage and status of campus remaining open.

**UTILITIES - GAS LEAK, ELECTRICAL FAILURE**

## Violent Crime

- If it is safe to do so, exit the building using the nearest exit, quickly and quietly, pay attention to your surroundings and direct other people you meet to leave the building.
- Dial 9-1-1; give as much detail about what you saw/heard as possible and give location of nearest room/room number.
- If it is dangerous to exit the building, **if this room is safe, stay in this room**, turn off the lights, lock door if possible, dial 9-1-1 and give as much information about what you saw/heard as possible. Wait for emergency personnel.

**VIOLENT CRIME**

# Building Evacuation Procedures

Instructors and supervisors are valuable allies during an evacuation. As a result, instructors and supervisors need to perform certain duties in the event that an evacuation order is given. Under no circumstances are personnel expected to place themselves in danger during a fire or the emergency for the purpose of executing these duties. Thus, the assignment of these duties is based on the Good Samaritan Act of performing them so long as doing so does not place the personnel at greater risk to their personal safety.

## **Duties and responsibilities are as follows:**

- Announce the evacuation to the class or office.
- Provide clear instructions as to the designated evacuation route, exit door, and rally point.
- Count the number of students or staff presently in the class or office so that an accurate count can be made at the rally point.
- Note any persons with disabilities and assist them with evacuation so long as doing so does not place the person with a disability at risk of greater injury. The person with a disability is the person to determine the amount of assistance they require. Recognize that the person with a disability who is on the second floor may elect to remain in the facility at an area of rescue assistance. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with the disability.
- As you are evacuating and observe others in common areas (hallways, cafeteria, lounge areas, etc.) direct them to the same rally point.
- Once at the designated rally point, account for the number of students or staff that were in the class or office.
- Seek out a member of the Emergency Management Team to report any missing persons, or the locations of any persons with disabilities or injuries that remained.
- A member of the Emergency Management Team will contact you on the status of the evacuation, and when it is safe to return to the building or leave the campus. Personnel should encourage all to remain at the rally point until so notified.

## **Emergency Rally Points and Area of Rescue Assistance:**

### **External Locations:**

- Southeast Corner of Parking Lot A
- Softball Field
- Grass area between main building and Astro Building, west of Parking Lot B

### **After Sunset External Locations:**

- Southeast Corner of Parking Lot A
- Northeast Corner of Parking Lot B

### **Area of Rescue Assistance:**

- A Wing Stair A2-2 (External Door 13)
- C Wing Stair C2-4 (External Door 11)
- C Wing Stair C2-5 (External Door 60)
- B Wing Stair B2-1 (External Door 57)
- Student Center Stair outside Counseling (External Door 7)

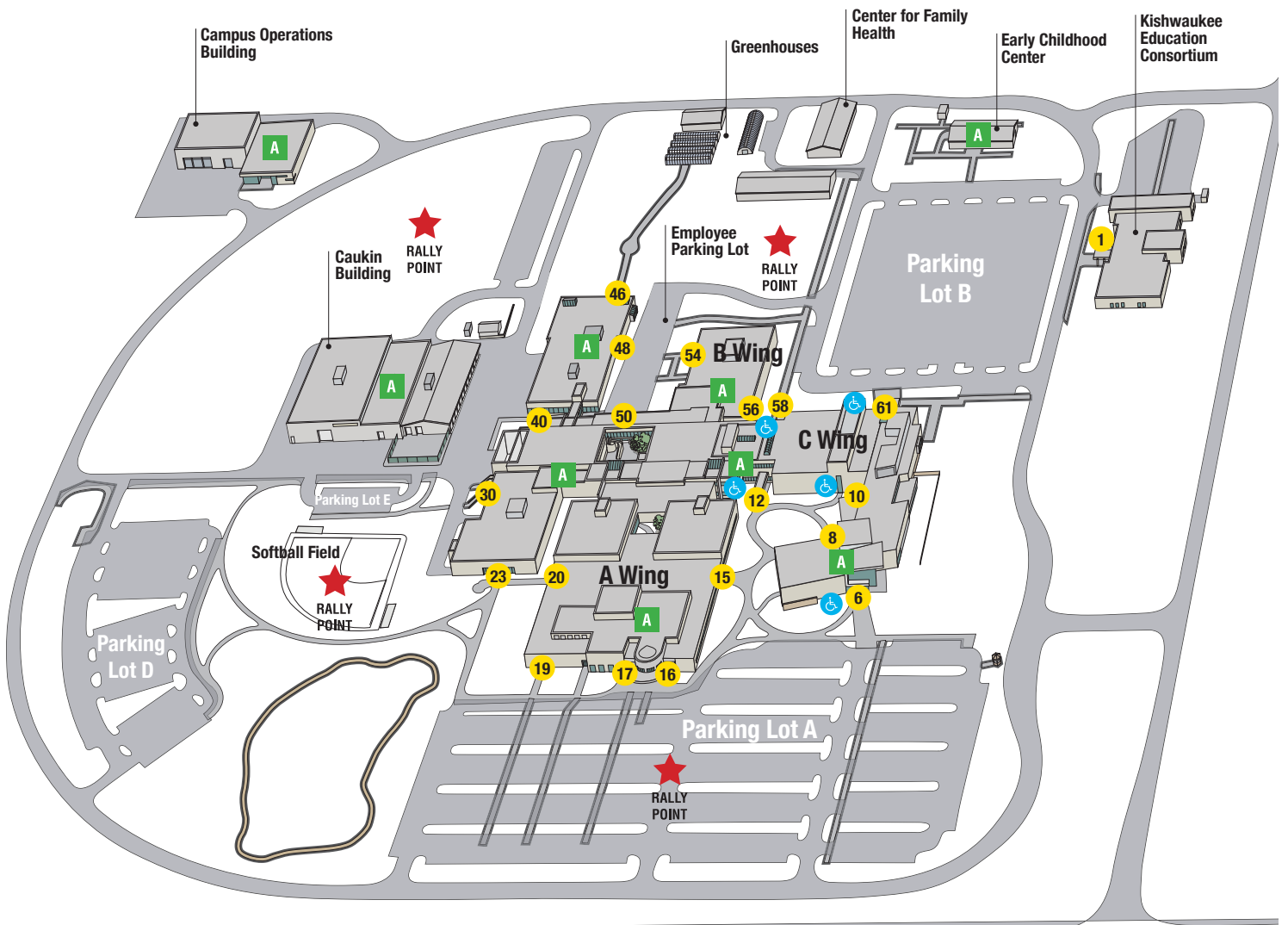
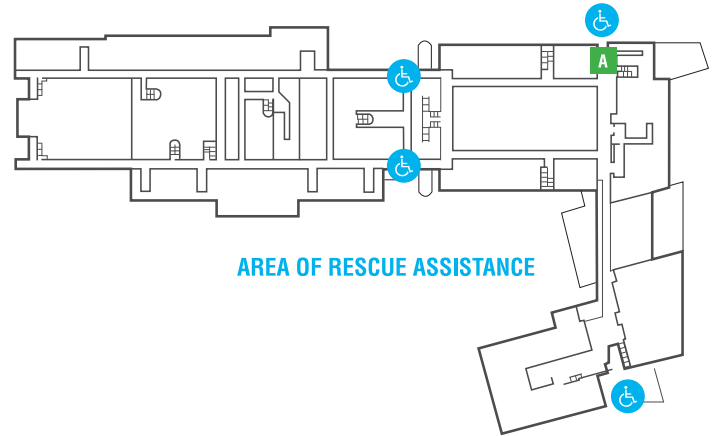
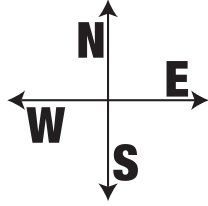
# Kishwaukee College

## Campus Map

### 2nd Floor

**Map Legend**

- A AED (Defibrillator)
- 13 Unlocked Doors
- ★ Rally Point
- ♿ Area of Rescue Assistance



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