

University Center of Lake County

1200 University Center Drive

Grayslake, IL 60031

Emergency Preparedness Guide

Grayslake Campus

INTRODUCTION

The University Center of Lake County Emergency Preparedness Guide has been developed to provide you with practical guidelines to follow before, during, and after an emergency. While this guide does not cover every conceivable situation, it does supply basic guidelines and direction necessary to cope with most campus emergency and safety situations.

All requests for procedural changes, or recommendations, should be submitted in writing to the University Center administration.

Remember: Prevention, preparation, and knowing what to do and who to call in an emergency can save lives.

EMERGENCY TELEPHONE NUMBERS

From all campus phones call:

Police Emergencies 5555

Medical/Fire Emergencies 911

Grayslake Police Department, (Non-emergency)..... (847) 223-2341
Grayslake Fire Department, (Non-emergency) (847) 223-8960
Lake County Sheriff Police, (General Information)..... (847) 549-5200
Midwest Poison Control Center (800) 942-5969

EMERGENCY NOTIFICATION SYSTEM

Building users will be notified of emergencies by one or more of the following three methods.

1. The University Center uses an Emergency Notification System, “OneCallNow.” Students, faculty, and other building users can register with the system in order to receive text messages, automated phone calls, email or any combination of the three when the University Center has

an announcement to make. Register via the University Center website [www.ucenter.org], click on “Faculty” OR “Current Students” and then “Emergency Notification System” to reach <https://www.mycallnow.com/?G=Qb3YIEHcAuJXXOseMAiyVw%3d%3d>

2. To the general public, emergency closings will be announced via the Emergency Closing Center (ECC). The ECC broadcasts closings via the following local media stations:
WBBM 780 AM WGN 720 AM CBS-TV Channel 2 NBC-TV Channel 5
ABC-TV Channel 7 WGN-TV Channel 9 WFLD-TV Channel 32 CLTV Channel 39

The ECC closing list can also be accessed at <http://www.emergencyclosingcenter.com/complete.html>

ECC, too, offers an email notification system for users who register to receive reports about specific facilities.

Please look for announcements about the University Center of Lake County *not* the College of Lake County.

3. There is an audible & visual fire alarm system in the building. When that system is activated, all users should exit the building until instructed to return. A bullhorn may be used to communicate instructions.

BUILDING EVACUATION

Building evacuation should occur when an alarm sounds and/or upon notification by the Receptionist or other University Center staff. See next page for Emergency Evacuation Assembly Areas.

- Leave by the nearest marked exit. Follow the *EXIT* signs and alert others to do the same. If evacuation is for only a part of the building or campus grounds, immediately vacate the site in question and relocate as directed to an Emergency Evacuation Assembly Area.
- Staff should make sure that their area is clear and then close the door. **Do not lock the door.** Faculty should clear their classrooms and close the door.
- Assist any disabled persons exiting the building. Remember that elevators are reserved for disabled persons. However, **Do not use elevators in case of fire or earthquake.** If an elevator is not available, inform another staff or faculty member that you will be at the closest safe fire exit route stairwell, proceed to that point and wait for fire department assistance.
- Once outside, proceed to an Emergency Evacuation Assembly Area that is at least 100 feet away from the building. Staff should keep streets, fire lanes, hydrant areas, and

walkways clear for emergency vehicles and personnel. (If possible, headcounts should be taken.)

- Do not return to an evacuated building unless told to do so by the emergency responders or a University Center staff member.

Emergency Evacuation Assembly Areas

The University Center has three Emergency Evacuation Assembly Areas as noted below.



If exiting the building through the main entrance (north), proceed to "Area 1"
(Stay clear of emergency responder's vehicles.)

If exiting the building through the west entrance, proceed to "Area 2"

If exiting the building through the east entrance, proceed to "Area 3"

If exiting the building through the courtyard doors, proceed to "Area 2" or "Area 3"

POLICE EMERGENCIES

VIOLENT OR CRIMINAL BEHAVIOR

The University Center contracts with the CLC Police Department to provide necessary police services and protections. In a **police emergency, dial 5555**. Follow up by dialing 4008 to alert the receptionist to anticipate the arrival of the police.

- Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them. If you observe a criminal act or whenever you observe a person behaving in a threatening manner on campus, immediately notify Campus Police at 5555, using a campus phone.
- Assist Campus Police when they arrive by supplying them with all additional information and ask others to cooperate.
- Should you hear gunfire or explosives, take cover immediately. Each classroom door now includes an interior locking mechanism. Lock it to shelter in place.
- If you are a victim, promptly notify Campus Police by calling 5555 from a campus phone to report the incident, including the following:
 - Nature of the incident
 - Location of the incident
 - Description of the person(s) involved
 - Description of the property involved
- After the disturbance, seek emergency first aid, if necessary. If the police have not already summoned an ambulance, you may do so by dialing 911.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY *

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

- If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind

- Help others escape, if possible
- Prevent individuals 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
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

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

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

*(*The above information was taken verbatim from the U.S. Dept. of Homeland Security's publication "Active Shooter: How to Respond.")*

BOMB THREAT

If you observe a suspicious object or potential bomb on campus, ***DO NOT HANDLE THE OBJECT.*** Clear the area and ***IMMEDIATELY*** call 5555.

- Police Department personnel and staff will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to Staff. ***DO NOT TOUCH THE OBJECT!*** Do not open drawers, cabinets, or turn lights on or off. ***NOTE: DO NOT USE RADIO COMMUNICATIONS. USE OF THE RADIOS MAY ACTIVATE SOME TYPES OF EXPLOSIVES.***
- If the building evacuation order is given, follow the evacuation procedure outlined in Building Evacuation Procedure.

MEDICAL/FIRE EMERGENCIES

MEDICAL

In a **medical emergency**, dial **911** from any house phone. Please also alert the receptionist by dialing 4008, since the 911 call will show up with the Center's building address, not a specific classroom number. This will enable the receptionist to direct the arriving first responders to the appropriate classroom or building area.

CLC police will be notified of medical emergencies, as appropriate. The Center does *not* contract with CLC for any medical services, so dialing 911 is the recourse for medical emergencies. In addition, there is an automated electronic defibrillator located on the second floor near the atrium.

FIRE

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.

- In all cases of fire, the Grayslake Fire Department must be notified ***immediately.*** Activate the fire alarm, and then call 911 from a campus phone. Then notify the UC receptionist at 4008 from a campus phone.

- In the case of large fires that do not appear controllable, **after** activating the fire alarm and contacting the Grayslake Fire Department at 911 and the UC receptionist at 4008 from a campus phone, then evacuate all rooms, closing all doors to confine the fire and reduce oxygen -**DO NOT LOCK DOORS!**
- If the building evacuation order is given, follow the Building Evacuation Procedures.
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

CHEMICAL/RADIATION SPILL

The University Center does not currently include any academic programs that use hazardous chemicals or radioactive substances. However, in case that changes, we have developed the following procedures for responding to a chemical/radiation spill.

- Any spillage of a hazardous chemical or radioactive is to be reported immediately to the Grayslake Fire Department at 911 from a campus phone. Then notify the UC receptionist at 4008 from a campus phone.
- When reporting, be specific about the nature of the involved material and the exact location. The University Center of Lake County will contact the necessary specialized authorities and medical personnel.
- The key person on site (likely the faculty member teaching the course) should vacate the affected area at once and seal it off to prevent further contamination of the other areas until the arrival of emergency personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their name to emergency officials. Required first aid and clean-up by specialized authorities should be started at once.
- If the building evacuation order is given, follow the Building Evacuation Procedures.

EXPLOSION OR AIRCRAFT CRASH

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desk, and other objects which will give protection against falling glass or debris.
- After the effects of the explosion and/or crash have subsided, notify the Grayslake Fire Department at 911 using a campus phone. Give your name and the location and nature of the emergency.
- When the building evacuation order is given, follow the Building Evacuation Procedure.

Utility Failure

In the event of a major utility failure, immediately notify the receptionist dialing 4008 from a campus phone.

- **If there is potential danger to building occupants**, notify the Fire Department by dialing 911.
- When the building evacuation order is given, follow the Building Evacuation Procedure.

Additional information and Procedures

Electrical / Light Failure: At the present time there is minimal emergency lighting to provide sufficient illumination in corridors and stairs for safe exiting. Do not evacuate or dismiss employees or students unless told to do so and if no other danger exists. In most cases, power will be restored or classes will be relocated to another section with power.

Elevator Failure: If you are trapped in an elevator, press the emergency alarm located on the front panel which will signal for help. **Note: Remain Calm.**

Plumbing Failure / Flooding: Do not use any electrical equipment. Notify the receptionist immediately by dialing 4008 from a campus phone.

Gas Leak: Cease all operations. ***Do not turn on lights or any electrical equipment.*** Remember, electrical arcing can trigger an explosion. Dial 911 and then notify receptionist immediately by dialing 4008.

Ventilation Problems: If smoke odors come from the ventilation system, immediately notify the receptionist by dialing 4008 from a campus phone, and if necessary, cease all operations and evacuate the area.

Water Supply Failure: in the event of water supply failure, notify receptionist immediately by dialing 4008 from a campus phone.

WEATHER EMERGENCIES

Emergency Closings

Blizzards and flooding situations can often be anticipated by weather forecasters and such reports may lead the University Center to close the facility in response to threatening conditions.

The University Center makes emergency closing decisions independently, but consults with the College of Lake County. Most weather closings happen in tandem, but the University Center has, for example, been able to reopen more quickly than CLC after storms disrupted electrical services.

Therefore, it is important to look for announcements about the University Center of Lake County *not* the College of Lake County.

When CLC cancels its classes, that will include classes scheduled to meet at the University Center. However, the fact that CLC has not cancelled classes does not assure that the University Center is open.

See **Emergency Notification System** section above to learn how the University Center will communicate emergency closings.

Weather emergencies cannot always be anticipated in advance. The sections below describe emergency procedures to be used when weather emergencies threaten the building.

Tornado Watch—(A tornado *watch* means conditions are favorable for a tornado to exist.)

When threatening weather develops, staff at the reception desk will monitor the situation via National Oceanic & Atmospheric Administration (NOAA) radio broadcasts over the internet and/or via a battery-operated radio. Building users may dial 4008 for information.

Tornado Warning—(A Tornado *warning* means that a funnel cloud was sighted in the sky or has actually touched down on the ground.)

When a tornado warning for Lake County has been issued by the National Weather Bureau, the staff shall make an announcement via bullhorn to activate the following emergency response procedure:

- Occupants of the second and third floors of the building should go to the lowest floor quickly and calmly, using interior stairways rather than the circular staircase in the atrium or the elevator.
- Interior stairways are located in the southwestern portion of the building (near Classrooms 241/331) and the southeastern portion of the building (off the hallway that links the house with classrooms ending in 11/12/13 with the house with classrooms ending in 21/22) and the northeastern portion of the building (off the administrative suite and the library/faculty lounge).
- Occupants should go to the inner rooms with no windows or inner hallways away from glass.
- The staircases themselves and the bathrooms provide good interior shelter.

- Staff (including evening/weekend receptionists) can unlock the door to the basement. Access the basement staircase via the student services area or the northeastern staircase.
- If the building sustains damage that renders it unsafe, follow the Building Evacuation Procedure.

Earthquake

A significant earthquake in Grayslake is unlikely but not impossible. During an earthquake, remain calm and quickly follow the steps outlined below:

- Seek refuge in a hallway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- Protect yourself at all times and be prepared for aftershocks.
- After the initial shock, evaluate the situation, and if emergency help is necessary call Grayslake Fire Department at 911 from a campus phone. Damaged facilities should be reported to staff and maintenance. **Note:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.
- When the building evacuation order is given, follow the Building Evacuation Procedure.