

GOVERNORS STATE UNIVERSITY
SAFETY BOOKLET

**EMERGENCY RESPONSE
911**

**DEPARTMENT OF PUBLIC SAFETY
708.534.4900**

**FACILITIES DEVELOPMENT & MANAGEMENT
708.534.4515**

An electronic copy of this booklet and other emergency information
are located at www.govst.edu/emergency/



1 University Parkway, University Park, IL 60484

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INTRODUCTION

It is important that Governors State University employees and students are prepared in the event of an emergency. Please read this booklet and familiarize yourself with the established procedures should an emergency occur at GSU. The objective of this booklet is to ensure that all employees and students are aware of established emergency plans and are able to respond, evacuate or proceed to a designated shelter area in a quick, orderly fashion.

BE PREPARED

Be aware of the locations of the nearest emergency exits, shelter areas, fire extinguishers, etc., and familiarize yourself with the emergency procedures and building evacuation diagrams posted throughout campus in corridors and common areas. Red emergency phones located throughout campus provide a direct line to the Department of Public Safety, as do the blue-light emergency call boxes located in the main parking lots (East Lots 1, 2, and 3, and West Lots 1 and 2), as well as the emergency call boxes located just outside the entrances of Buildings A, B, C, D, E and F.

EVACUATION GUIDELINES

- Listen to and obey all audible warnings and directions given by Department of Public Safety (DPS) personnel or designated authority.
- Do not use elevators. Exit to the nearest designated emergency exit stairwell. Be aware of alternate stairwells if the nearest one is blocked.
- Do not run or panic.
- Alternate individual entry into the flow of traffic at stairwell entry points. Do not push or shove.
- Use the handrail in the stairwell, keep to the right, and move in a single file line.
- Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required. Be prepared to give your location and the nature of the problem.
- Exit the building and proceed to a staging area outside, away from the building. Do not obstruct roadways or the movement of emergency personnel. Remain in the staging area until notified by DPS personnel or other designated authority.

GUIDELINES TO PROCEED TO DESIGNATED SHELTER AREA

- In the event of a severe weather emergency, proceed to the nearest designated shelter area. The best protection is offered inside a sturdy building on the lowest floor, away from windows. Place as many barriers between yourself and the outdoor environment. In the GSU main building, there are concrete 'cores' which usually contain restrooms. These rooms offer better protection than most areas.
- Listen to and obey all audible warnings and directions given by DPS personnel or designated authority.
- Be aware of alternate stairwells if the nearest one is blocked.
- Do not run or panic and do not use elevators.
- Alternate individual entry into the flow of traffic. Do not push or shove.
- Use the handrail in the stairwell, keep to the right, and move in a single file line.
- Use red emergency phones located in stairwells and throughout campus if medical aid or assistance is required.
- Proceed to designated shelter areas. Remain in the areas until notified by DPS personnel or designated authority.

STAGING AREA FOR PERSONS WITH DISABILITIES (AREAS OF RESCUE)

- Persons with disabilities requiring assistance should move to the nearest Area of Rescue assistance. These are areas having direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance. Examples of these areas are the stair silos located along the perimeter of the main building.
- Faculty and staff are asked to assist persons with disabilities during an emergency to an Area of Rescue assistance. It is suggested that that a person who has a mobility impairment prepare for an emergency ahead of time by familiarizing themselves with the nearest Areas of Rescue and by informing faculty or staff on how to assist in case of an evacuation.
- Once in an Area of Rescue, call 911 (or use the red emergency phone) immediately and provide your exact location, including wing/room number or present location. Do not hang up until the emergency personnel so directs.

EMERGENCY SITUATIONS

ACTIVE SHOOTER

- Evacuate the area or building if it is safe to do so:
 - Have an escape route in mind.
 - Leave your belongings behind.
 - Keep your hands visible.
- If it is not safe to evacuate, hide out:
 - Hide in an area out of the perpetrator's view.
 - Block entry to your hiding place and lock or barricade doors. **DO NOT OPEN DOORS** until a known law enforcement officer advises it is safe.
 - Turn off the lights and monitors and silence your cell phone.
- Stay focused on survival and keep others focused also.
- Call 911 immediately or as soon as possible and provide as much information as possible (description, location, number of perpetrators, etc.) including your exact location, building wing and room number. Do not hang up until the emergency personnel so directs.

- When police arrive, remain calm and follow directions. Keep your hands visible at all times, and avoid quick movements, pointing, screaming and yelling.

AIRPLANE CRASH

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

BODY FLUID SPILLS

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do not clean up spills unless you have been properly trained to do so.
- If a person is injured, assist as appropriate.

BOMB THREATS

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- If it is determined by DPS that the treat is real, an evacuation will be implemented.
- If directed to evacuate, follow the Evacuation Guidelines.

CIVIL DISTURBANCE

- A demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:
 - Interference with normal operations of the university.
 - Prevention of access to university facilities.
 - Threat of physical harm to people.
 - Threat or actual damage to university property.
- If there is an immediate threat of bodily harm or damage to property, call 911. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

EARTHQUAKE

During an Earthquake:

- Find shelter under a sturdy desk or table if possible, kneel down and cover your head with your arms. Standing in a doorway is another option.
- Stay away from windows, temporary walls, partitions, and free standing objects such as file cabinets, bookshelves, etc.
- Do not panic or attempt to evacuate.
- Do not attempt to use the elevators.
- The initial shock of an earthquake usually lasts less than a minute.

After the Earthquake:

- If you or others are injured and require medical assistance, call 911. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- If directed to evacuate, follow the Evacuation Guidelines.

EXPLOSION

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- If it is safe to do so, assess the extent of the damage sustained and/or the injuries involved and provide this information to DPS.
- Alert all personnel in the immediate area, checking for any damage or dangerous conditions.
- Do not use the elevators.
- Evacuate the building following the Evacuation Guidelines.

FIRE

OPEN OFFICE AREA

Activate the nearest fire alarm. Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

Describe the extent of the fire. If the fire is small and you know how to use a fire extinguisher, locate and use the nearest fire extinguisher.

If you cannot extinguish the fire:

- Alert all personnel in the area.
- Exit the room or hallway immediately.
- Close any doors in your immediate area.
- Evacuate the building following the Evacuation Guidelines.

FIRE

ENCLOSED ROOM- FIRE OUTSIDE THE DOOR

Feel the door with the back of your hand.

If it is hot, do not open the door. (if it is not hot, see below).

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Describe to DPS the extent of the fire, if known.
- Place an article of clothing or other obstruction along the bottom of the door to keep smoke out.
- Move as far away from the door and heat source as possible.
- Wait for rescue personnel to arrive.

If you feel the door and it is not hot:

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Describe to DPS the extent of the fire if known.
- Slowly open the door while standing behind it. If no danger is present, activate the nearest fire alarm and proceed to the nearest exit.
- If the area is filled with smoke, stay low or crawl to the nearest exit.
- Evacuate the building following the Evacuation Guidelines.

HAZARDOUS MATERIAL RELEASE

Hazardous materials include chemical and biological agents in either a solid, liquid or gaseous state. If there is a large spill or release of a hazardous material, or if hazardous vapors are being released:

- Evacuate the area immediately.
- If possible, isolate the spill or vapor release by closing doors, etc.
- If the material made contact with your skin or eyes, proceed to the nearest safety shower or eyewash (or a washroom if a safety shower or eyewash are not in the vicinity) and flush the exposed area with copious amounts of water for 15 minutes or until medical assistance arrives.
- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number.
- If possible, identify the released material and obtain a Safety Data Sheet to provide to the emergency responders.

MAIL THREATS/SUSPICIOUS PACKAGES

- If a suspicious package is discovered on campus, call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do not move, shake or open the package. Isolate it immediately.

SERIOUS INJURY OR ILLNESS

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do not attempt to move an injured person unless doing so may prevent further injury.
- If necessary, and if trained to do so, provide first aid/CPR to the injured person.
- Remain with the injured or ill person until emergency personnel arrive and you are relieved by the emergency personnel.
- Do not obstruct emergency personnel.

SEVERE WEATHER

Severe Thunderstorm Watch-

severe thunderstorms are possible in the area.

Severe Thunderstorm Warning-

severe thunderstorms are occurring in the area.

Tornado Watch-

conditions are favorable for the possible development of tornados in the area.

Tornado Warning-

a tornado has either been sighted or identified by weather radar.

Severe thunderstorms are capable of producing damaging winds, hail and lightning. When severe thunderstorms are present, there is often a heightened risk that tornados could occur. DPS will alert the campus if a Tornado Warning is issued or if a tornado has been spotted in the area. Warnings will be issued by local television stations, local news radio stations, and NOAA weather radio. Local governments may activate outdoor sirens, but in most cases, building occupants may not be able to hear them.

Should a severe weather notification occur:

- Move the designated shelter areas following the guidelines.
- If you cannot reach a designated shelter area, move as far away from the windows as possible.

Lie down on the floor, under a desk or table if possible, curl up and protect your head and eyes.

- Do not use elevators or cell phones.
- Call 911 to report any injuries or damage when possible.

UTILITY OUTAGE

- If a loss of power causes a threat to people or property, call 911 immediately.
- Notify Facilities Development & Management, 708.534.4515 immediately.
- All personnel should remain in their respective areas unless directed otherwise by DPS or designated authority.

WATER-RELATED EMERGENCIES

- Call 911 immediately. Give all pertinent information and your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do not touch any electrical outlets, equipment, etc.
- Evacuate the area.
- If outside, do not drive through flooded areas.

PERSONAL SAFETY

SECURITY ON THE STREET

- Request the GSU Safety Escort service or shuttle service by calling 708.534.4900 or by using any red emergency phone inside the university.
- Stay alert to your surroundings—use of electronic devices (phones, iPods, etc.) can be distracting.
- Avoid going out alone at unusual hours or being in secluded places.
- If you are being followed, go to a well-lit or populated place and notify DPS.
- At night, stay in well-lit areas.
- Avoid displaying any amount of money you are carrying.
- Keep a firm grip on your purse or bag. If possible, put the strap over your shoulder and tuck the purse or bag between your arm and body.
- Be familiar with the location of the outdoor campus emergency phones and call boxes.
- Utilize crosswalks at all times, be aware of vehicular traffic, and obey signs and signals at intersections/crossings when walking.

SECURITY IN THE OFFICE

- Keep wallets and purses secure. Lock them in a drawer if possible.
- If you see people in your area who do not belong, contact DPS.
- Demand proper identification and authorization before allowing anyone to remove equipment from your office.
- Do not loan keys or equipment to strangers or unknown workers.
- Lock your office whenever it is unattended.
- When working after hours or weekends, notify DPS of your whereabouts and when you leave.

SECURITY IN YOUR CAR

- Park your car in a well-lit area.
- Lock your car.
- As you approach your car, check for person(s) who may be hiding behind, in front or underneath it.
- After you get into your car, lock the doors.
- If you are being followed, drive to a police or fire station and sound your horn until help arrives.
- Always be sure your car has enough gas to get you to and/or from your destination.
- Remove phones, CD's, or any items of value from plain view to avoid burglaries.
- Never pick up strangers or go with a stranger who offers help.

VICTIM OR WITNESS OF CRIME

- If you are accosted by someone who displays or appears to have a weapon, do not try to ward off the attacker.
- Be observant and obtain as much information as you can. Note information about the perpetrator without endangering yourself.
- If the perpetrator flees, note the direction of travel and the vehicle/license plate if possible.
- Preserve the crime scene for the police.
- If you are the victim of a criminal sexual assault, call 911 immediately, and refrain from showering or washing yourself temporarily until the police can properly investigate.