



ILLINOIS CENTRAL COLLEGE

Campus Safety & Security

Call 694-5111 or 911
to Report Emergencies

2008-2009

Emergency Response Guide

This guide will help you respond to
emergencies on campus.

Keep it available, near your telephone.

Know your building evacuation plan;
plans are posted in classrooms.

Quick Reference

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Campus Response

- Emergencies **694-5111**
- Non-emergencies **694-5223**
- Environmental Safety/Custodial **694-5120**
- Facilities Services **694-5134**
- Information Desk **694-5290**

For other problems on campus facilities, call Campus Safety and Security at 694-5223 to report problems such as:

- Electrical outage
- Flooding
- Heating or air-conditioning failure
- Network failure
- Telephone failure
- Ventilation problem
- Water leak

Armed Suspect/ Active Shooter

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding police officers.

Guidance to Faculty, Staff, and Students

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival:

- If an active shooter is outside your building, proceed to a room that can be locked, close and lock all the windows and doors, and turn off all the lights; if possible, get everyone down on the floor and ensure that no one is visible from outside the room. One person in the room should call 911, advise the dispatcher of what is taking place, and inform him/her of your location; remain in place until the police, or a campus administrator known to you, gives the "all clear." Unfamiliar voices may be the shooter attempting to lure victims from their safe space; do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- If an active shooter is in the same building you are, determine if the room you are in can be locked and if so, follow the same procedure described in the previous paragraph. If your room can't be locked, determine if there is a nearby location that can be reached safely and secured, or if you can safely exit the building. If you decide to move from your current location, be sure to follow the instructions outlined below.

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- If an active shooter enters your office or classroom, try to remain calm. Dial 911, if possible, and alert police to the shooter's location; if you can't speak, leave the line open so the dispatcher can listen to what's taking place. Normally the location of a 911 call can be determined without speaking. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter; attempting to overpower the shooter with force should be considered a very last resort, after all other options have been exhausted. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

What to Expect from Responding Police Officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officers will normally be in teams of four (4); they may be dressed in regular patrol uniforms, or they may be wearing external bulletproof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation. Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them.

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Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

Animal Incidents

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Such contact should be reported to Campus Safety and Security at 694-5111 immediately. Only trained animal technicians should handle animals.

Any animal that is wandering loose on campus should be reported immediately to Campus Safety and Security at 694-5223. If a wild animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away.

Venomous Animals

In the case of a bite or other injury caused by a venomous animal (e.g., a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, call 694-5111 immediately for emergency medical assistance.

- Be prepared to give your name, location, and, if possible, the species or type of animal involved.
- Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.
- Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

Bomb Threat

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller's exact words and the time of the call. Check to see if the caller's phone number or location is displayed on your phone.

Ask the caller:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name and address?

Try to notice descriptive or other useful details (preferably write them down):

- Did the caller sound like a man? A woman?
- Approximate age?
- Distinctive voice, pronunciation or accent, or speech patterns?
- Tone of voice and attitude?
- Did the call seem to be a recording?
- Were there background voices or noises or other clues about location or caller identity?

If the threat came in a form other than a call (e.g., a note was left or delivered):

- Immediately notify Campus Safety and Security by calling 694-5111.
- Report the time, location, and content of the threat message, as well as your location and phone number.
- Stay on the line until the dispatcher terminates the phone call.
- If you are told to evacuate the area, take your notes about the call with you.

Crime Reporting

To report a crime or criminal behavior in progress on campus to Campus Safety and Security, call 694-5111 or activate one of the Emergency Call Boxes.

Do not approach or attempt to apprehend the persons involved. Take only actions necessary for self-defense. If you are safe, stay where you are until the police arrive. Otherwise, try to move to a safe location. Provide as much information as you can, including:

- Type of crime or criminal behavior
- Location of crime or criminal behavior
- Description of persons (height, weight, sex, clothing) and of any weapons involved
- Direction of anyone's travel away from the scene
- Vehicle description (color, year, make, model, license plate number)

To report non-emergency police-related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc., call Campus Safety and Security at 694-5223.

Earthquake

Though earthquakes are not a high risk in the area, they are possible. If you are inside a building and feel it shaking or swaying:

- Duck or drop to the floor.
- Cover yourself under a piece of heavy furniture or a stairwell, or in a doorway (beware of the door swinging back and forth). If that is not possible, position yourself against an interior wall, protecting your head and neck with your arms. Keep away from appliances, windows, and heavy hanging objects.
- Hold on securely and stay in your protected position until the shaking stops.
- Evacuate the building as soon as the shaking stops.

If you are outdoors when you feel shaking:

- Move to a clear area away from trees, signs, buildings, and electrical wires and poles.
- If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.

If you are driving when you feel shaking:

- Stop at the side of the road, away from hazards such as overpasses and power lines and poles. Stay inside the vehicle until the shaking stops.
- Resume driving cautiously if it seems safe. Avoid bridges and ramps that may have been structurally damaged.

After the shaking has stopped:

- Anticipate aftershocks, and plan where you will take cover from them.
- Check for injuries, and give first aid as necessary.
- Remain calm.
- Avoid broken glass.
- Check for fire. Take appropriate actions and precautions.
- Check gas, water, and electric lines. If they appear damaged, or if you smell gas, open windows and leave the building immediately. Contact Campus Safety and Security at 694-5111 immediately.
- Stay out of damaged buildings.

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Evacuation of Buildings

Call 694-5111 and evacuate campus buildings according to the evacuation plan in cases of:

- Chemical spills or hazardous odors or fumes
- Explosion
- Fire (evacuate whenever the building's fire alarms are activated)
- Gas leak (major)
- Smoke
- Structural damage or collapse

Know your building evacuation plan. Plans are posted in classrooms.

Leave your building immediately by the nearest safe exit when an alarm sounds or if you are instructed to do so by a college representative. Additional evacuation instructions may be given over the public address system.

Move at least 500 feet away from the involved building. As you are leaving:

- Notify others who might not have heard the alarm or evacuation order.
- Turn off equipment.
- Secure hazardous operations if possible.
- Take important personal items, such as a coat and keys.
- Close doors behind the last person out.
- Walk quickly, but do not run, to the nearest safe exit.
- Faculty and staff should ensure students do not remain near doorways, block sidewalks, or areas emergency personnel may access.
- Do not use an elevator unless authorized emergency personnel tell you to do so.

As soon as you have evacuated:

- Report any missing or trapped persons to emergency personnel.
- Move away from the building.
- Do not re-enter the building until someone in authority gives the "all clear" signal.

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If you are required to leave the building immediately but are unable to (because of a physical disability, injury, or obstruction):

- Follow the emergency evacuation plan or go to the nearest area where there are no hazards.
- Dial 694-5111 to notify Campus Safety and Security of your situation and location.
- Be sure to give the room number so help can be sent.
- Signal out the window to emergency responders, if possible.

Call 694-5111 for instructions in cases of:

- Serious gas leaks. Cease all operations and do not switch on lights or any electrical equipment, including use of telephone or two-way radio. Remember, electrical arcing can trigger an explosion. Notify Campus Safety and Security from another location.
- Ventilation problems. If smoke or odors are coming from the ventilation system, immediately notify Campus Safety and Security. If necessary, cease all operations and vacate the area.
- Trapped in a stalled elevator on campus. Do not try to exit the elevator car through the roof or by forcing the doors. To summon help, use the elevator's emergency phone, call 694-5111 from a cellular phone, turn on the emergency alarm, or bang on the doors and shout for assistance. Wait for trained personnel to assist you from the elevator.

Electrical Emergency

Avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks.

Plumbing Failure/Flooding

Never enter areas where there is submerged electrical equipment. Vacate the area if you are already there. Cease using all electrical equipment.

Fire, Smoke, Explosion

All fires occurring on campus must be reported to Campus Safety and Security at 694-5111, including those that have been extinguished. Do not hesitate to activate a fire alarm if you discover smoke or fire. In that situation:

- Activate a fire alarm by pulling on an alarm box.
- Alert people in the immediate area of the fire and evacuate the area.
- Confine the fire by closing doors and windows as you leave the room.
- Call 694-5111 or use an emergency phone to report the location and size of the fire. Always call from a safe location.
- Evacuate the building. Do not use elevators to evacuate unless directed to do so by emergency responders.
- Assist the disabled in exiting the building.
- Smoke is the greatest danger in a fire. Stay near the floor where the air will be less toxic.
- Notify emergency responders of the location, nature, and size of the fire as soon as you are outside. If you have been trained and it is safe to do so, you can attempt to put out a fire with a portable fire extinguisher. Attempt to extinguish only small fires, and make sure you have a clear escape path. If you have not been trained to use a fire extinguisher, you must evacuate the area.

If clothing is on fire:

- Drop to the ground or floor, and roll to smother flames.
- Smother flames using a blanket or other suitable object.
- Drench with water from a safety shower or other source.
- Seek medical attention for all burns and injuries.

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In the event of an explosion on campus, faculty, staff, and students will take the following actions:

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.
- After the effects of the explosion have subsided, notify Campus Safety and Security at 694-5111. Give your name and describe the location and nature of the emergency.
- Campus Safety and Security will notify the local police and fire departments.
- If necessary, or when directed to do so, activate the building emergency alarm system to evacuate the building.
- When the College evacuation alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building. Do not use elevators in case of explosion and do not panic.
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep roads and walkways clear for emergency vehicles and crews. Almost all major parking lots are at least 500 feet from the buildings.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.
- Do not return to an evacuated building unless told to do so by a College representative.

Haz Mat

All major hazardous materials (Haz Mat) spills on campus must be reported to Campus Safety and Security immediately. Call 694-5111 or use an Emergency Call Box. Be prepared to provide (and spell) the names of the materials involved and to describe the location, size, and nature of the incident. A major hazardous material emergency exists when any of these conditions are present:

- Clean up of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area, and/or:
- The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.
- The material spilled is unknown.
- The material is highly toxic.
- A significant fire hazard may be present.
- The material has the potential to reach the environment (e.g., via a floor drain).
- The spill is in a common area (e.g., hallway) or other area accessible to the public.
- Advanced personal protective equipment (more than gloves and a half-face respirator) is required to respond to the spill.
- A responder is unsure whether the spill should be considered "minor" or "major."

In a major hazardous material emergency:

- Alert people in the immediate area, and evacuate the room. If an explosion hazard is present, take care not to create sparks by turning electrical equipment on or off.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to wash off spilled chemicals. Flush the affected area with abundant amounts of water for at least 15 minutes. Call 694-5111 to report any personal contamination. Seek medical attention immediately.
- Evacuate nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building.
- Outside, identify yourself to emergency responders and report the location, nature, and size of the incident. Provide any additional information you believe would be helpful. Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders.

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- Isolate contaminated persons, do not allow them to leave or to spread the contamination. Avoid contamination or chemical exposure to yourself.

A minor hazardous material emergency exists when all of these conditions exist:

- Responsible party is at the scene
- Material spilled is known
- Material spilled is not highly toxic
- Quantity spilled is small
- Is no fire hazard present
- Spill is completely contained in the building
- Material has little or no potential to reach the environment
- Spill is not in a common area
- Advanced personal protective equipment (i.e., more than gloves and a half-face respirator) is not needed to respond.

Minor Hazardous Material Emergency

Minor indoor spills of hazardous materials or waste that present no immediate threat to personal health or safety, or of being released into the environment, are to be cleaned up by the person responsible for the spill unless they are not comfortable doing so. Hazardous material users and hazardous waste generators must be aware of the properties of the materials they use and the waste they generate.

Employee Responsibility

All employees working in areas where hazardous materials are used or stored are responsible for knowing proper procedures to deal with spills and the requirement that large spills (more than one gallon of liquid or one pound of solid) must be immediately reported to Campus Safety and Security at 694-5111.

The Custodial Department and the Safety and Insurance Coordinator have primary responsibilities within ICC in spill response situations. It will be their decision if outside assistance is warranted for the spill. If neither a qualified Custodial representative nor the Coordinator for Safety and Insurance is available, the Campus Safety and Security officer on scene shall make the determination for additional assistance.

Medical and Mental Health Emergencies

Call 694-5111 or 911 in any emergency that requires immediate police, fire, or medical response to preserve a life. This includes:

- Serious injury or illness
- Serious mental health issues that might lead to suicide, assault, or homicide

Automated External Defibrillator

An Automated External Defibrillator (AED) is a portable electronic device that diagnoses and treats potentially life threatening cardiac arrhythmias in a patient by application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm. Illinois Central College has 14 AEDs available on its campuses. Locations include: Gymnasium, Performing Arts Center, Health Services, Safety and Security, Agriculture and Industrial Technologies Building, Technology Center, Perley Building, Thomas Building, Arbor Hall, Cedar Hall, and squad cars.

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to "sleep it off." Stay beside the person and call 694-5111 or 911 immediately if the person:

- Breathes shallowly
- Cannot be roused
- Has a head injury
- Has cold, clammy skin
- Has taken other drugs with alcohol
- Is incoherent and is vomiting
- Looks bluish or pale

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Injuries

After calling 694-5111:

- You may provide first aid if you are trained, it is safe to do so, and the victim consents.
- Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
- Calmly assure the injured person that help is on the way.
- Assist emergency personnel in locating the victim and investigating the incident.

For all injuries, the injured person must complete an Illinois Central College Accident Report. This includes campus visitors, as well as students, faculty, and staff. The Accident Report is available at Health Services, room 338C and Campus Safety and Security, room 103B. The school nurse, a staff supervisor, or a Campus Safety and Security officer will fill out the report.

Prepare for medical emergencies by taking first aid and CPR training classes. For information about health and campus Health Services, go to www.icc.edu/facultyStaff/campusServices_healthServices.asp

Reporting an Emergency

In an emergency, call 694-5111 or 911

An emergency is any situation that requires immediate police, fire, or medical response to preserve life or property. Campus Safety and Security at 694-5111 can be called from every phone on the ICC campuses. If 911 is dialed, Peoria and East Peoria Police and Fire will notify Campus Safety and Security of the situation and request a first response. On the ICC campus, Campus Safety and Security is the first emergency response agency and the 911 liaison. To report a campus emergency on a cell phone to Campus Safety and Security call 694-5111. Call to report problems such as:

- assault or immediate danger of assault
- chemical spills
- crimes in progress
- explosions
- fires
- severe injuries or illnesses
- someone choking or drowning
- unusual odors

If you're calling on an ICC phone, ICC Campus Safety and Security will respond to your call directly and route it to local police, fire, ambulance, and other services, as needed. Campus Safety and Security will meet the emergency responders and direct them to the proper location. You can also use any outdoor Call Box (Emergency Call Boxes are located on the sidewalk between lots A & B, in lots C, E, G, and CC) or any hall phone to report a campus emergency. When reporting an emergency, be prepared to give the following information:

- Location of the emergency – directions, street address, building, and room.
- Type and severity of the emergency, e.g.,
 - Fire – type and size of fire.
 - Medical – type of illness or injury, cause, number of victims.
 - Police/crime – type of crime, description of suspects and their direction of travel.
 - Chemical/hazardous materials – quantity and type of substances involved, hazards and injuries.
- When the incident occurred.
- Your name, location you're calling from, and phone number.

Call from a safe location, if possible. Remain calm. Speak slowly and clearly. Do not hang up the phone until the dispatcher tells you to.

Suspicious Mail

If you receive or observe a suspicious piece of mail, package, or material:

- Do not move, open, cover, or interfere with it.
- Move people away from suspicious items. Avoid contaminating other areas and people.
- Call Campus Safety and Security immediately at 694-5111 from a safe location.
- Be prepared to describe the item, its location, and the context of what you've observed. Give your name and phone number.
- Follow Campus Safety and Security's instructions. Do not create panic. If you are told to evacuate the area or building, follow the evacuation procedure.

Characteristics of a suspicious piece of mail or package that is received unexpectedly or is unknown may include:

- Arrival via foreign mail, air mail, or special delivery
- Excessive amount of securing material used, such as masking tape or string
- Excessive postage
- Excessive weight
- Handwritten or poorly typed address
- Incorrect titles
- Lopsided or uneven writing
- Misspellings of common words
- No return address
- Oily stains or discolorations
- Protruding wires or foil
- Restrictive markings such as "confidential" or "personal," etc.
- Rigid envelope
- Titles but no names
- Visual distractions

Violent Situations

Your actions may help calm a potentially violent situation, or they may escalate the problem. Try to behave in a manner that helps calm a situation:

- Stay calm. Don't be in a hurry.
- Be empathetic. Show you are concerned.
- Try to have the other person and yourself sit down. Sitting is a less aggressive position.
- Try to be helpful. For example, schedule an appointment for a later time.
- Give positive-outcome statements, such as "We can get this straightened out."
- Give positive feedback for continued talking, such as "I'm glad you're telling me how you feel."
- Stay out of arms' reach.
- Have limited eye contact.
- Take notes.

Avoid Exacerbating Behaviors

- Do not patronize.
- Do not yell or argue.
- Do not joke or be sarcastic.
- Do not touch the person.

If Someone Becomes Agitated

- Leave the scene immediately, if possible. Call Campus Safety and Security from a safe place.
- Or try to alert a co-worker that there is a problem; e.g., by calling and using an agreed-upon code word to indicate trouble.

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Practice Preventive Measures

- Discuss and agree on circumstances and situations in the workplace that everyone should watch out for. Have procedures, signals, and code words in place to deal with threatening situations.
- Avoid scheduling appointments for times when no one else is in the area. Alert your colleagues in advance about a difficult meeting, and keep the door to the room open, or meet in a public area.
- Try to avoid working alone after hours. If you have to work late, advise a colleague, friend, or family member.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
- If you are concerned for your safety after hours and desire transportation to your vehicle, contact Campus Safety and Security at 694-5223.
- Report any strange or unusual activities in and around your workplace immediately to your supervisor and Campus Safety and Security.
- Do not leave money or valuable belongings out in the open. Purses should be locked in a desk, cabinet, or safe area. If possible, leave your purse locked in the trunk of your vehicle.
- Lock your office and/or lab doors when these areas are not in use, even when you are leaving for “just a moment.”
- Always walk in well-lighted areas and know your surroundings. If you think you are being followed, do not go home; go where there are other people. Call the police as soon as you are in a safe place.

Weather/Operating Status

Weather Closings or Delayed Openings

During severe weather or natural disasters, people may be prevented from entering campus or off-campus ICC facilities for hours or days.

Notice of a decision to close or delay opening ICC will be communicated as quickly as possible by local radio/television stations and postings to the ICC website, www.icc.edu.

Listen to your local radio and television stations about ICC closings or delayed openings. Do not call Campus Safety and Security, main campus switchboard, or radio and television stations.

Winter Ice and Snow Storms

When severe winter weather conditions are predicted, monitor weather reports closely. If you live in an outlying area where driving onto the campus may be extremely hazardous, consider contacting your instructor to make arrangements for missing coursework. Stay home and stay safe!

- NOAA weather – www.noaa.gov
- Weather.com – www.weather.com

Thunderstorms, Tornadoes

If a thunderstorm approaches:

- Go to safe shelter immediately. Remember that if you can hear thunder, you are close enough to be struck by lightning. Use phones only in an emergency. Stay away from water sources, i.e., drinking fountains, faucets, showers, etc.

If you are outside during a thunderstorm and there is no shelter nearby:

- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet.
- Place your hands on your knees with your head between them. Make yourself the smallest target possible. Minimize your contact with the ground
- Find a low spot away from trees, fences, and poles. Make sure the place you pick is not subject to flooding.
- If you are in a wooded area, take shelter under the shortest trees.

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Tornadoes

Tornado warnings issued for areas within 20 miles or less will result in an immediate seek shelter announcement. If a tornado alert or warning is given or you see a funnel cloud:

- Immediately seek shelter inside a substantial building.
- If there is no shelter nearby, lie flat in a ditch or low spot with your hands shielding your head.

Protective Sheltering

Protective sheltering involves taking shelter in an interior hallway and staying away from glass doors and windows as much as possible. Recommended areas to seek shelter are those on the lowest level away from possible flying glass.

- **Main Academic Building:** First floor restrooms, interior stair towers, hallways away from glass, interior offices without windows, interior classrooms without windows or glass, and the Lecture Recital Hall.
- **Library/Administration Building:** First floor hallways, restrooms, interior offices with no windows.
- **Technical Center:** Leave the area if possible and seek shelter on the first floor of the main academic building away from windows or restroom facilities on the first floor.
- **Performing Arts Center:** Seek shelter in the basement hallway and stair towers.
- **Gymnasium:** Restrooms, locker rooms. Evacuate the main gymnasium floor as the large open span is not safe.
- **AIT:** Lower level hallway away from windows.
- **Cat/DPET:** Inner classrooms and restrooms. If possible, evacuate to AIT lower level.
- **Dirksen Hall:** Restrooms, center interior hallway, and classrooms with no windows in center of building.
- **Land Lab:** Restrooms
- **Lawrence Hall:** Restrooms or evacuate, if possible, to Dirksen Hall.
- **Perley Building*:** First floor.
- **Thomas Building*:** First floor.
- **Peoria North*:** Dogwood Hall: basement or interior hallways away from glass. All other buildings: Interior hallways away from windows and glass and restrooms without windows or glass.

* Peoria campuses will not be given a seek cover order if the tornado sighting/warning is not specified for Peoria City/Peoria County.

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Campus Safety and Security Response

- Campus Safety and Security shall establish a mobile position in the squad car to act as a weather spotter.
- If a tornado strikes on any campus causing physical plant damage, call Campus Safety and Security immediately at 694-5111. Campus Safety and Security shall initiate the appropriate emergency response to save lives, treat the injured, and protect College property.
- Campus Safety and Security will notify the appropriate supervisory personnel of the situation and the possible need for support.



Campus Safety and Security
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309/694-5223

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