

EMERGENCY INFORMATION

EMERGENCY CONTACTS:

- Police/Fire/Rescue 9 - 1 - 1
- On Campus Security/DeKalb County Sheriff's Dept 9 - 5 - 2 - 9
- Custodial Services 9 - 4 - 6 - 8

EMERGENCY COMMUNICATIONS

To dial an on-campus number simply dial the four-digit extension or 9-1-1; to dial an off-campus number, dial 8, then 1-area code-number.

- **There are yellow colored emergency cards located near the phone or entry door of every room that have the following information: IN CASE OF EMERGENCY DIAL 911, Room # and Closest Access Door #. The closest access door may not be the closest evacuation point. Refer to your evacuation map for primary and secondary evacuation routes. Access doors are entry points for first responders to arrive.**

Emergency personnel on campus are the DeKalb County Sheriff deputies (in uniform), maintenance personnel (wearing campus operations shirts with a Kish ID), or administrative personnel who will carry two-way radios.

- **Emergency information will be posted on the Kishwaukee College website, if possible, and communicated to students and staff via Kishwaukee College's emergency notification system (email and text).**
- **Emergency communication may be transmitted through the PA system that is located on the interior of the campus buildings and on the exterior of the main building.**

EMERGENCY COMMUNICATIONS

EXPLOSION

- Dial 9-1-1 from a landline.
- 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 look for Supervisor Response Team (SRT) Members in yellow vests SLT members wearing green vests, and the on-campus DeKalb County Sheriff's Department Deputies for direction.
- If it is not safe to evacuate (there is excessive damage and debris), wait for emergency personnel to assist in evacuating you.

EXPLOSION

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, determine whether evacuation is necessary. If evacuation is necessary, evacuate building and move to an evacuation 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.

EARTHQUAKE

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.
- 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.

To report a student of concern, use the Student of Concern Form: kish.edu/filingareport

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 through the college’s PA system.

TORNADO/SEVERE WEATHER

HAZARDOUS MATERIALS/SPILLS— NUCLEAR, BIOLOGICAL, CHEMICAL

- Dial Custodial Services 9-4-6-8 the Sheriff's Department 9-5-2-9.
- 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.

HAZARDOUS MATERIALS/SPILLS

MEDICAL EMERGENCY

Dial 9-1-1. Give location of victim (nearest room/room number if in a common area).
If possible, have someone contact on campus security 9-5-2-9.

- Assess the situation, remove any hazards.
- Do not move the victim unless the person is in danger.
- Check for response. "Are you okay"
- If there is no response, open the airway by tilting the head and lifting the chin.
- If appropriate, begin CPR.
- Locate an AED machine and bring to the scene.
- If AED is needed, apply defibrillator pads, and follow voice prompts.

LOCATIONS OF AED DEVICES

CAUKIN

Hallway across from E1131

C2100

Hallway outside of Sheriff's office

A1400

In gymnasium by the fitness locker rooms

B1200

Hallway in Health Careers Wing

C1100

Outside Bookstore across from restrooms

C1200

Hallway outside of library by door 12

A1200

Hallway, west of Jenkins across from restrooms

COB/EARLY LEARNING CENTER

Hallway next to men's restroom

MEDICAL EMERGENCY

BOMB THREAT

IMPORTANT NOTE: Do not use cell phones (calling or texting) and two-way radios when warned of possible bomb in the building — these devices can trigger an explosive device. Landline phones and the PA systems can be used to communicate information.

If receiving a bomb threat via phone:

- **Keep caller online as long as possible — ask for details: when, where, and how long before detonation.**
- **Write down exactly what the caller says.**
- **Note any other information about caller: gender, tone, background noise, etc.**
- **If caller disconnects the phone call.**
 - Hang up the phone.
 - Pick up phone again and listen for a dial tone.
 - Dial *57
 - You will receive a recorded message with instructions.
 - There will be a message confirming whether the trace was successful.
- **Dial 9-1-1 or have someone else Dial 9-1-1.**
- **Immediately notify the on-campus DeKalb County Sheriff's Department 9-5-2-9.**

If bomb threat is discovered via note/graffiti:

- **Handle as little as possible; if graffiti, note exact location and time you saw it. Attempt to secure the area until law enforcement arrives.**
- **Dial security 9-5-2-9 to notify the campus police-DeKalb County Sheriff's Department.**

If feasible wait for direction from law enforcement to determine appropriate response i.e. evacuation and appropriate routes to evacuate, relocate to another portion of the building etc.

BOMB THREAT

FIRE EVACUATION

- **If you see fire/smoke:**
 - Dial 9-1-1.
 - If the fire alarm hasn't been activated go to a pull station and activate.
- **Evacuate building quickly, take valuables with you.**
- **Close doors to confine fire and reduce oxygen.**
- **Look for SRT members wearing yellow vests/SLT members wearing green vests for direction and assistance.**
- **As you are exiting building instruct anyone along the way to evacuate.**
- **If there is an individual needing assistance, report this information to an SRT member, or a first responder.**
- **Evacuate to the nearest AREA evacuation point.**
- **Report any information regarding concerns for individuals or building issues to the nearest SRT or SLT member.**
- **If feasible check in with instructor or supervisor.**
- **Remain at the nearest AREA evacuation point.**
- **Do not leave campus—this will assist with determining safe and complete student and staff evacuation from building.**
- **Staying on campus will allow emergency personnel to access building via Malta Rd. entrances without obstruction.**
- **Once an ALL CLEAR and is communicated, everyone may return to the building.**

If unable to evacuate:

- **If in a classroom or office, stay in the room, keep the door closed and use items (towel, shirt etc.) to seal the bottom of your door to prevent smoke from seeping in.**
- **If in a hallway, stay close to the ground where the air is less toxic. Attempt to find a safer location.**
- **Notify 911 that you are unable to evacuate, provide your name, room number, stairwell etc. and number of individuals with you.**
- **If possible, put something in the window to alert first responders that you are trapped in your room.**

FIRE EVACUATION

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 the Sheriff's Department 9-5-2-9 to report possible gas leak and then contact Custodial Services 9-4-6-8.

ELECTRICAL FAILURE:

- Emergency lighting will come on in hallways.
- Classrooms will be dark.
- Evacuate to lighted area for detailed information on expected length of outage and status of campus remaining open.

UTILITIES - GAS LEAK, ELECTRICAL FAILURE

ARMED INTRUDER

- **Immediately call 9-1-1 and notify dispatch of the situation along with notifying on campus security/DeKalb County Sheriff's Department, Dial 9-5-2-9.**
- **Give as much detail about what you saw/heard as possible and give location of nearest room/room number.**
- **Unfortunately, there is not a single response that fits all situations of an armed intruder situation, however, by maintaining a Run, Hide, Fight mindset one can increase the odds of surviving.**
- **Always be aware of your surroundings.**
- **Become familiar with two different exit routes from your current locations.**
- **Be familiar with areas you could hide if you are unable to exit your current location.**
 - **If the room is safe to hide, turn off the lights, if possible, lock the door, barricade the door using whatever is available chairs, desks, etc.**
- **When evacuating and hiding are not options, as last resort option, become familiar with items that could possibly help you fight back to survive.**
- **During an incident, assess the information to determine the best course of action Run, Hide, Fight.**

ARMED INTRUDER

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 and exit door.**
- **If applicable count the number of students or staff presently in the class or office.**
- **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 Supervisor Response Team (SRT) members (yellow emergency vests), Senior Leadership Members (green emergency vests) and/or 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 evacuate the building.**
- **Once outside of the building and to the AREA evacuation point, if possible, account for the number of students or staff that were in the class or office.**
- **Report any missing persons, or the locations of any persons with disabilities or injuries that remain inside the building to a SRT member, SLT member or a first responder.**
- **A member of the College's Emergency Management Team will advise 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 evacuation points until so notified.**

EMERGENCY RALLY POINTS AND AREA OF RESCUE ASSISTANCE:

EXTERNAL LOCATIONS:

- **Parking Lot A: AREAS 1,2 3, and 4**
- **Parking LOT E: AREAS 5 and 6**
- **Caukin Parking Lot North side of Building: AREAS 7 and 11**
- **Parking Lot B: AREAS 9 and 10**
- **Early Learning Center: AREA 12**

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)**

BUILDING EVACUATION PROCEDURES

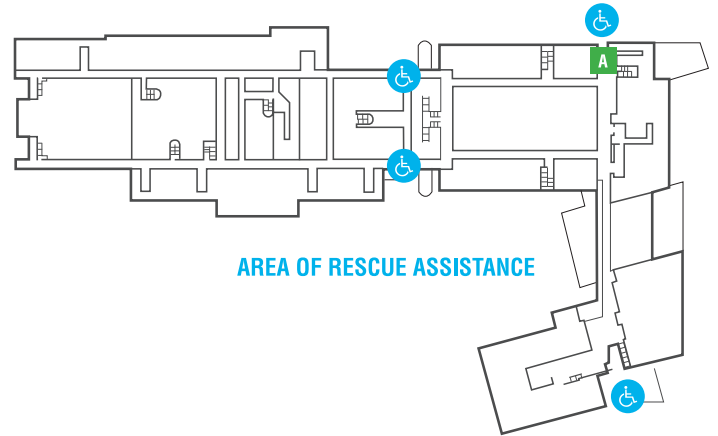
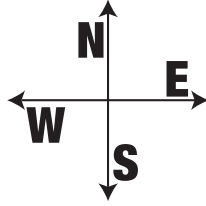
Kishwaukee College

Campus Map

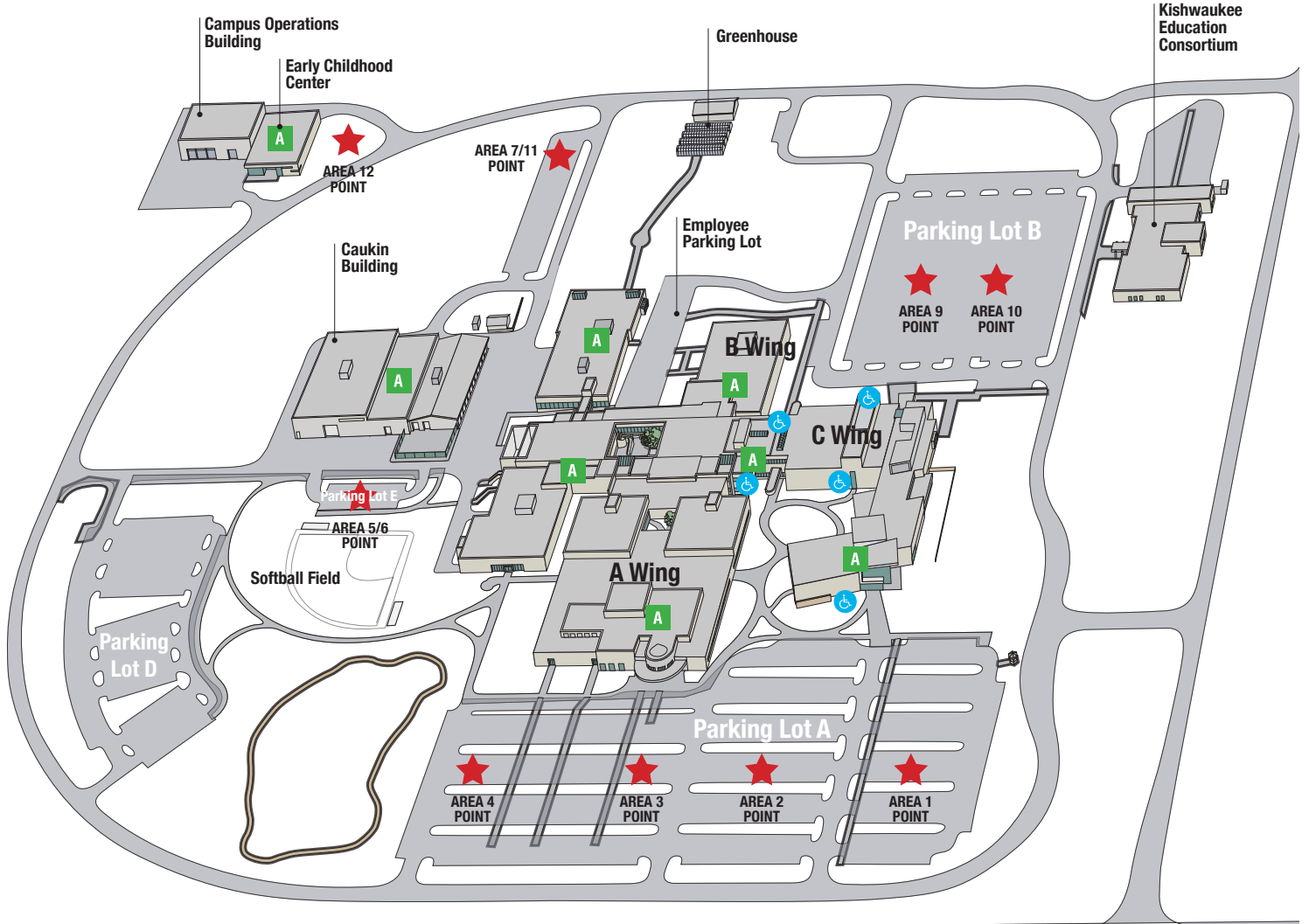
2nd Floor

Map Legend

- A AED (Defibrillator)
- ★ Area Points
- ♿ Area of Rescue Assistance



AREA OF RESCUE ASSISTANCE



21193 Malta Road • Malta, Illinois 60150 • 815-825-2086

August 2022

MAP