

# Northeastern

I L L I N O I S   U N I V E R S I T Y

## **CHICAGO TEACHERS' CENTER EMERGENCY PROCEDURES AND SAFETY INFORMATION**

Local Emergency Response (Police and Fire) **911**

Riverwest Security - Emergency **312-226-8863**

University Public Safety - Non-Emergency **773-442-4100**

Front Desk

Mon-Fri 8:00 a.m. to 6:00 p.m. **Ext. 0**

After hours, call Riverwest Security **312-226-8863**



### ***If a water leak occurs:***

1. Remain calm.
2. Call the CTC front desk Mon- Fri 8:00 a.m. to 6:00 p.m. at ext. 0 immediately to report the exact location and severity of the leak. After business hours and on weekends, call Riverwest Security at 312-226-8863.
3. Use extreme caution. Do not use any electrical appliances or outlets near the leak. Evacuate the area.
4. Turn the water source off if you are confident of your ability to stop it - i.e., unclog the drain, turn off the water, etc.
5. Protect objects that are in jeopardy. Take essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.

## **Flooding and Water Damage**

## ***Utility Failure***

In the event of a utility failure occurring during the regular working hours of 8:00 a.m.- 6:00 p.m., Monday through Friday, immediately notify the front desk at ext. 0.

- If there is a potential danger to building occupants, or if the utility failure occurs after regular working hours, on weekends or holidays, notify Riverwest Security at 312-226-8863.
- When the building evacuation order is given, follow the Building Evacuation Procedure.

**Electrical/ Light Failure:** Remain calm. Provide assistance to others in your immediate area who may be unfamiliar with the space. Proceed cautiously to an area that has emergency lighting, especially if you are in an unlit area. 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 area with power.

**Elevator Failure:** If you are trapped in an elevator, use the emergency button or telephone to alert Riverwest Security. Remain calm.

**Gas Leak:** Cease all operations. **DO NOT TURN ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember, electrical arcing can trigger an explosion. Evacuate the area and notify 911 immediately.

**Ventilation Problems:** If smoke odors come from the ventilation system, immediately notify 911, cease all operations and evacuate the area.

**Water Supply Failure:** In the event of water supply failure, notify the front desk at ext. 0 immediately.

## **Utility Failure**

***Planning includes identifying the appropriate place in your building to seek shelter should a tornado occur.***

**If a tornado or severe weather is announced ...**

1. Stay inside and be alert to falling objects.
2. Stay away from windows, mirrors, glass, and unsecured objects such as filing cabinets and bookcases.
3. Proceed to a below-ground-level or 1st floor hallway of the building, if possible.
4. Do not use elevators.
5. If requested, assist persons with disabilities to the safest area on the same floor.
6. Remain in the safe area until the “all clear” has been given by Riverwest Security or other emergency responders.

**Tornado/ Severe Weather**

***If someone becomes ill or is injured and requires immediate assistance:***

1. Call 911 and the front desk at ext. 0 to obtain local emergency medical services.
2. Unless you are trained or the victim is in an immediate life-threatening situation, do not attempt to render any first aid before trained assistance arrives.
3. Do not attempt to move a person who has fallen or appears to be in pain.
4. Limit your communication with ill or injured person to quiet reassurances.
5. After the person's immediate needs have been taken care of, remain to assist the investigating officer with pertinent information about the incident.
6. If the victim is a staff member, the victim's supervisor should fill out the University's "Supervisor's Accident Report" available through the Employee Resources channel on NEIUPort or Human Resources.

## **Medical Emergencies**

## ***Chemicals, leaking gas and faulty boilers could be the cause of life-endangering explosions:***

1. Remain calm.
2. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
3. Be guided by emergency response personnel. If evacuation is ordered, proceed to one of the designated exits.
4. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
5. Open doors carefully. Watch for falling objects.
6. Do not use elevators.
7. If requested, assist persons with disabilities who appear to need direction or assistance.
8. Once outside, remain approximately 200 feet from the exits to help facilitate clear access to the building for emergency response personnel.
9. Provide emergency response personnel information on anyone who may need assistance.

## **Explosions**

### ***How to report a fire:***

1. Call 911. Report the exact location of the fire and, if known, what is burning. Sound the building alarm by pulling an alarm station.
2. Never allow the fire to come between you and an exit.
3. Remove all persons from the danger area. Close doors behind you to confine the fire.

### ***Response to audible fire alarms:***

1. Evacuate the building. Shut all doors behind you. Closed doors can slow the spread of fire, smoke and water.
2. Do not use the elevators.
3. If requested, assist persons with disabilities who appear to need direction or assistance.
4. Do not delay evacuation – If possible, take purses and backpacks.
5. Once outside, remain approximately 200 feet from the exits to help facilitate clear access to the building for emergency response personnel.
6. Return to the building only when instructed to do so by emergency response personnel.

## **Fire Response**

***For your own safety, you **MUST** evacuate when ordered to do so. This includes both activation of an audible/visible fire alarm and/or verbal orders from emergency response personnel.***

**In advance, each occupant should:**

See evacuation maps posted for your regular workspace or classroom.

Recognize the sound of the fire alarm.

Know at least two ways out of the building from your regular workspace or classroom.

**When you hear the fire alarm or are verbally told to evacuate the building:**

1. Remain calm.
2. Evacuate the building.
3. As you exit, quickly check nearby restrooms and storage rooms for occupants who may not have heard the evacuation signal.
4. If requested, assist persons with disabilities who appear to need direction or assistance.
5. Take with you essential personal items **ONLY**. Do not attempt to take large or heavy objects.
6. Shut all doors behind you. Closed doors can slow the spread of fire, smoke and water.
7. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
8. Once out of the building, move away at least 200 feet from the structure or as instructed by emergency response personnel.
9. Do not leave the evacuation area unless directed to do so by emergency response personnel.
10. Provide emergency response personnel information on anyone who may need assistance.

**Disabled persons evacuation procedure:**

1. Evacuate out the **NEAREST SAFE** exit.
2. Prepare in advance by communicating assistance or direction needed to faculty and staff.
3. Know the location of safe zone areas which are designated as temporary shelters.

## **Building Evacuation Procedures**



***Hazardous materials are managed safely on a regular basis by knowledgeable individuals. Minor spills may occur that can be safely and effectively cleaned up with appropriate resources.***

**This section provides emergency response guidance for greater than minor spills.**

**If a hazardous material spill occurs:**

1. Call 911 and then call the front desk at ext. 0 immediately.
2. Obtain a Material Safety Data Sheet for the hazardous material and offer it to emergency responders.
3. If there is any possible danger, evacuate your area and provide information to emergency response personnel.
4. If a toxic hazardous material comes in contact with your skin, immediately flush the affected area with clear water.

**If a hazardous material fire occurs:**

1. Remain calm.
2. Call 911 then notify the front desk at ext. 0.
3. If the fire is small and you have received training, attempt to put it out with a fire extinguisher or other available means. Do not jeopardize your personal safety.
4. Never allow the fire to come between you and an exit.
5. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Proceed to an exit.
6. Do not break windows. Oxygen feeds a fire.
7. Do not attempt to save possessions at the risk of personal injury.
8. Do not return to the emergency area until instructed to do so by emergency response personnel.
9. If you know what hazardous materials are involved in the fire, communicate that information to fire department officials.

**Chemical Spill / Hazardous Materials Incident**

***Even in a severe earthquake, there is much you can do to prevent or minimize injuries and damage to property.***

**During an earthquake**

**If you are inside:**

1. Stay calm.
2. Avoid falling objects.
3. Crawl under a table or desk, or stand in a doorway.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

**If you are outside:**

1. Move to an open area away from buildings, trees and power lines.
2. If forced to stand near a building, avoid falling objects.

**If you in an automobile:**

1. Stop your vehicle in the nearest open area.
2. Stay in your vehicle until the shaking stops.

**After an earthquake**

1. Remain calm.
2. Be prepared for aftershocks. Open doors carefully. Avoid falling objects.
3. Be guided by emergency personnel. If evacuation is ordered, proceed to the nearest clear exit.
4. Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.).
5. Do not use elevators.
6. Do not use matches or lighters.
7. Provide emergency response personnel information on anyone who may need assistance.

**Earthquake**

***It is possible that you may someday receive a threatening telephone call, letter or suspicious parcel or discover a suspicious object somewhere on the premises.***

**If you receive a telephone threat:**

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.
3. Use the Explosive Device Data Record information on the back of this page to question the caller in a polite and non-interrogative manner. Use any means, even humor, to prolong the conversation. This will provide a better chance to identify the voice and hopefully obtain additional information about a device, the validity of the threat, or the identity of the caller.
4. Upon completion of the call, immediately notify the Police at 911 and the front desk at ext. 0 and complete the Explosive Device Data Record as soon as possible while the incident is fresh in your memory.
5. If a threat has been received by another individual and he/she is relaying this information to you, use the Explosive Device Data Record to get as much information from them as possible.

**A suspicious item is defined as anything which is out of place and cannot be accounted for or any item suspected of being an explosive device.**

**If you receive a written threat or a suspicious parcel or if you find a suspicious object anywhere on the premises:**

1. Keep anyone from handling it or going near it.
2. Do not use portable radio equipment within 200 feet of a suspicious item.
3. Notify the Police at 911 IMMEDIATELY.
4. Promptly write down everything you can remember about receiving the letter or parcel or finding the object. The information will be needed by the police.
5. Remain calm. Do not discuss the threat with other staff members.
6. Be guided by police instructions.

**SEE EXPLOSIVE DEVICE DATA RECORD ON THE BACK OF THIS PAGE**

**Bomb Threats or Suspicious Objects**

# Explosive Device Data Record

Questions to Ask:

1. When is the explosive device set to explode?

2. Where is it right now?

3. What does it look like?

4. What kind of explosive device is it?

5. What will cause it to explode?
6. Did you place the explosive device?

7. Why?

8. What is your address?

9. What is your name?

Exact wording of the threat: \_\_\_\_\_

\_\_\_\_\_

Sex of caller: \_\_\_\_\_ Accent: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call is received: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Caller's voice:

- ☐ Excited

☐ Nasal

☐ Stutter

☐ Lisp

☐ Raspy

☐ Deep
- ☐ Accent

☐ Slow

☐ Rapid

☐ Soft

☐ Normal

☐ Distinct
- ☐ Slurrer

☐ Loud

☐ Laughter

☐ Crying

☐ Calm

☐ Angry
- ☐ Ragged

☐ Clearing throat

☐ Deep breathing

☐ Cracking voice

☐ Disguised

☐ Familiar

If voice is familiar, who did it sound like? \_\_\_\_\_

\_\_\_\_\_

Background sounds:

- ☐ Street noises

☐ House noises

☐ PA system
- ☐ Music

☐ Animal noises

☐ Clear
- ☐ Office machinery

☐ Voices

☐ Phone booth
- ☐ Factory machinery

☐ Static

☐ Other \_\_\_\_\_

Threat language:

- ☐ Well spoken

☐ Threat maker
- ☐ Foul

☐ Irrational
- ☐ Incoherent

☐ Taped
- ☐ Remarks: \_\_\_\_\_

\_\_\_\_\_

IMMEDIATELY CALL THE POLICE AT 911 TO REPORT THE THREAT

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position/ Title: \_\_\_\_\_

## ***Here are few suggestions for what you might do to prevent a crime in your area:***

### **In your office:**

1. Call the front desk at ext. 0 to report suspicious persons or activity.
2. Lock your door, even if you are just going down the hall. It takes a thief 10 seconds or less to enter an open room and steal your property.
3. Do not leave messages on your door indicating that you are away and when you will be back.
4. If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
5. Do not put your address on your key ring.
6. Do not leave keys in hiding places.

### **When walking:**

1. Call Riverwest Security at 312-226-8863 to report suspicious persons or activity or to request escort service.
2. Avoid walking alone at night unless absolutely necessary.
3. Walk purposefully, know where you are going, and project a no-nonsense image.

### **Protecting your auto or bicycle:**

1. Always lock your car or bicycle.
2. Lock bikes to bike racks with hardened-alloy locks and chains or U-shaped locks.
3. Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.

### **Protect yourself when driving:**

1. Look into your car before getting in. Lock doors and roll up windows once inside for protection.
2. Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone and call assistance for them.
3. If your car breaks down, raise the hood and then lock yourself into your car. If someone stops and offers help, remain in your car and ask them to phone for help. Do not worry about seeming rude.

**Call Public Safety at x4100 for detailed crime prevention information and visit the Public Safety website [www.neiu.edu/~psafety](http://www.neiu.edu/~psafety) to review detailed safety data.**

**Crime Prevention**

***Riverwest Security will provide escort service particularly during hours of darkness, for persons walking on campus to the parking lots or adjacent city streets.***

**Call Riverwest Security at 312-226-8863 and provide the following information:**

- Your full name
- Your pick up location
- Your destination
- The number in your party

**DON'T WALK ALONE- CALL RIVERWEST SECURITY AT 312-226-8863**

**Safety/ Escort Service**

***Workplace violence often begins with inappropriate behavior or other signs. Often, if these behaviors are detected and reported, the violence could be prevented. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone.***

**Examples of workplace violence:**

- Threats (direct or implied)
- Physical conduct that results in harm to people or property
- Conduct which harasses, disrupts or interferes with another individual's performance
- Conduct that creates an intimidating, offensive or hostile environment

**Potential warning signs:**

- Verbal, nonverbal or written threats
- Fascination with weapons or violence
- New or increased stress at home or work
- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

**Risk Factors that contribute to workplace violence:**

- Termination of employment
- Disciplinary actions
- On-going conflicts between employees
- Domestic or family violence
- Financial problems

**Workplace violence prevention:**

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Contact the Counseling office at x4650 for assistance or guidance.
- Get acquainted with the Northeastern Illinois University Public Safety officers. Do not hesitate to call Public Safety for help at x4100.

**Workplace Violence**

***A psychological crisis or suicide threat should be taken seriously. The following actions can reduce the risk of crisis escalation.***

**Report...**

- Call the Police in the event of an imminent threat, 911
- Call the Counseling Office for assistance or referral, x4650

**Remember...**

- Take threats seriously. Most suicidal students or employees give some warning of their intentions.
- If you think a student or employee might be suicidal, discuss your concerns with him or her. This kind of discussion can actually reduce the risk of harmful behavior and doesn't put ideas in their heads.
- If a student or employee is acting strangely, discuss your concerns with him or her, especially if the behavior has recently changed. Early intervention can help prevent subsequent escalation.
- Encourage a referral. The Counseling Office or off-campus agencies can provide effective assistance in most of these situations.
- Keep your own safety in mind. A student or employee may not intend to harm you, but it can happen due to emotional distress or miscalculation.
- Contact the Counseling Office for additional help or advice.



**Psychological Crisis / Suicide Threat**