

# EMERGENCY RESPONSE FOR MCC EMPLOYEES

## INTRODUCTION

Emergencies, disaster, accidents and injuries can occur at any time and without warning. Being prepared physically and mentally to handle emergencies is an individual as well as an organizational responsibility.

McHenry County College has established emergency procedures for you to follow so that the effects of those emergencies can be minimized. **YOUR SAFETY IS OF PRIMARY IMPORTANCE.**

The purpose of this brochure is to acquaint you with a plan for handling emergencies and disasters, which include guidelines to follow at work and home. Once you are familiar with this information, you will be able to protect yourself and perhaps save someone else's life.

The more you are prepared, the better you will respond to an emergency situation. No matter what the crises: **THINK** before you **ACT**; then act swiftly to minimize your exposure to danger. **READ THIS GUIDE THOROUGHLY BEFORE AN EMERGENCY OCCURS.**

## MCC EMERGENCY PHONE NUMBERS

Call 22 to reach Campus Safety for any non life-threatening situation.

Examples might include:

- Requesting assistance with a disruptive student
- Requesting a safety escort to your car
- Unlocking a classroom door
- Reporting vandalism
- Reporting suspicious behavior
- Reporting a suspicious package or letter

Call 911 to get in touch with Crystal Lake Police/Fire Departments. This means a life-threatening emergency exists and you need an ambulance, police car or fire truck. When calling 911 on an MCC phone, it is not necessary to dial 9 first. Campus Safety and the switchboard are automatically notified of your location when you call 911 from a campus phone. If you use a cell phone to call 911, please also call the main MCC phone number at (815) 455-3700 (or dial 22 from an MCC phone) to notify Campus Safety of the incident.

**IN AN EMERGENCY, WHEN IN DOUBT, CALL 911.**

## IDENTIFYING MCC ENTRANCES FOR EMERGENCY MEDICAL SERVICES

When providing information to 911, it is important to identify which entrance is appropriate for responding personnel to use. The following six entrances have been designated in cooperation with both the Crystal Lake Police and Fire Departments.

Door Number 1 Building A – First Floor (under the glass wall of the Library)

Door Number 2 Building B – Main Entrance by circle drive/flag poles

Door Number 3 Building D – Entrance (by the Greenhouse)

Door Number 4 Building E – 2nd Floor

Door Number 5 Building E – 1st Floor (across from the Cafeteria Courtyard)

Door Number 6 Building A – 2nd Floor (Atrium)

## MEDICAL EMERGENCY PROCEDURES

### Life Threatening Injury or Illness

- Do not leave the injured/ill party alone.
- Designate a specific person to call 911 (preferably on an MCC phone so Campus Safety is notified also) and relay information to emergency personnel.
- If trained to do so, begin providing first aid.
- Campus Safety personnel are responsible for bringing the AED

(Automated External Defibrillator) and first aid equipment. They will coordinate efforts until EMS arrives.

### Non Life-Threatening Injury or Illness Requiring Assistance

- Call 22 and request Campus Safety to your location.

### Mental Health Emergency & Crisis Assistance Options

- Call 22 to notify Campus Safety.
- If a student indicates they are considering suicide, call the Counseling Department at (815) 455-8765 or accompany the student to A262 during regular business hours. (Monday – Thursday 8 a.m.-7:30 p.m., Friday 8 a.m.- 4 p.m.) If directed to voicemail, follow after hours procedure.
- After office hours, call the McHenry County Crisis Line at (800) 892-8900.  
Visit [www.mchenry-crisis.org](http://www.mchenry-crisis.org) for more information.

Due to student privacy issues, it is not our policy to call parents or significant others unless specifically requested to do so by the injured/ill person.

## FIRE

Make sure you know the location of fire exits, alarms and extinguishers for your area.

- **Call 911 IMMEDIATELY.**
- If a minor fire appears controllable (waste basket size), call 911, then locate the nearest fire extinguishers and promptly direct the charge of the fire extinguisher toward the base of the fire.
- On your way out, locate the nearest red Fire Alarm box on a hallway wall and pull down on the white handle to activate the building's alarm system.
- IMMEDIATELY evacuate the building and contact Campus Safety.
- When the fire alarm sounds (a loud siren in the hallways that does not stop) signaling that an emergency does exist, walk quickly to the nearest exit and alert others to do the same.
- **ASSIST PEOPLE WHO ARE MOBILITY-IMPAIRED TO EXIT THE BUILDING.**
- **DO NOT USE THE ELEVATORS DURING A FIRE.**
- Smoke is toxic. If smoke is present, stay close to the floor.
- If you are last to leave an office or classroom, close the door on your way out.
- When you get outside, proceed at least 500 feet away from the building to the grassy area on the other side of the parking lots. Keep fire lanes, hydrants and walkways clear for emergency personnel and vehicles.
- Remain in the designated safe area until the all-clear is given.
- **REMAIN CALM.**

## TORNADO/SEVERE WEATHER

A tornado/severe weather WATCH is in effect when conditions are right for a serious emergency to develop.

A tornado/severe weather WARNING is in effect when a tornado or severe storm has been sighted in this or an adjacent county and when its approach to the local area is imminent.

### **Tornado/Severe Weather Watch:**

- Be alert for announcements.
- Continue classes and office work on a normal basis.

### **Tornado/Severe Weather Warning:**

- Campus Safety will use the public address system to announce a tornado warning, and will direct people to move to a safe shelter area.
- **MOVE IMMEDIATELY TO A SAFE SHELTER AREA AND COVER UP TO AVOID INJURY FROM FLYING DEBRIS. SAFE AREA LOCATIONS ARE POSTED IN EACH CLASSROOM.**
- Avoid areas with widespan roofs, such as the multi-purpose room (gym), library, cafeteria, commons and atrium.
- REMAIN CALM and assist others in locating a designated shelter area.
- Give elevator priority use to those who are mobility impaired.
- No one is authorized to remain in an office or classroom during this period.
- Instructors must clear classrooms immediately, turn off lights and close doors.
- Remain in the designated safe area until the all-clear is given via the PA system.
- If you are in a vehicle and a tornado is imminent, get out of your car and lie in a ditch or move to a permanent building.

## EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to buildings and personal injury.

- Upon the first indication of an earthquake, direct all persons to drop, cover and hold. Dropping, covering your head (and your body by being under a strong table if possible), and holding onto furniture (even if it is moving) offers the best overall level of protection in most situations.
- In cases where an earthquake is less violent, you might be able to move to a more advantageous position (e.g. away from breaking windows, overhead hazards, etc.) as you drop, cover and hold.
- If outdoors, direct individuals to move away from buildings, gas and electrical lines.
- Be prepared to relocate to a remote site if an off-campus evacuation is ordered.
- Avoid the multi-purpose room (gym), library, cafeteria, commons and atrium.
- Remain in the designated safe area until the all-clear is given.

## LOCKDOWN

Used when there is a threat of violence or serious incident that could jeopardize the safety of students and employees (e.g. shooting, hostage incident, gang fights).

### **When a lockdown has been announced via the public address system:**

- Call 911 from a room or cell phone.
- Clear the hallway and bathrooms near your area by moving everyone into rooms away from windows.
- Lock the doors, turn off the lights and shut the blinds and windows.

- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall.
- If a life threatening situation exists, exit immediately to a place of safety.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify Campus Safety of missing students or additional students, staff or guests sheltered in your area.
- Allow no one to exit the area until the all-clear signal is given.
- If outside, move students and others to safety and wait for further instructions.

Remember:

- **LOCK THE DOOR.**
- **TURN OUT LIGHTS.**
- **MOVE OUT OF SIGHT.**

## UTILITY SERVICE DISRUPTIONS

### Electrical Power Failure:

- Move to an area of safety using a flashlight or even your cell phone for light.
- Ensure that others in your area are safe.
- Wait to be notified by College personnel of any other actions to be taken.
- Emergency generators will provide temporary lighting.
- The President's Office will determine if employees should continue working or if the College will close.

### Gas Leak:

- **DO NOT TURN ON LIGHTS OR ANY TYPE OF ELECTRICAL EQUIPMENT.**
- **DO NOT ACTIVATE THE FIRE ALARM.**
- **DO NOT LIGHT MATCHES OR LIGHTERS.**
- Evacuate the area immediately.
- **Call 22** to notify Campus Safety.
- If evacuating, follow evacuation procedures while avoiding areas of hazard. Get outside and proceed at least 500 feet away from the building to the grassy area on the other side of the parking lots. Be prepared to evacuate to an off campus relocation site if directed.
- Do not allow anyone to reenter the building until the facility has been deemed safe.
- Remain in the designated safe area until the all-clear is given.

## HAZARDOUS MATERIALS

- **Call 22** to report any spillage of hazardous materials (chemical/biological).
- When reporting the incident, be specific about the nature of the material involved and report the exact location. Campus Safety will contact the necessary authorities and/or medical personnel.
- Faculty and staff will check their classrooms, offices and work area for suspicious items and report any findings to Campus Safety.
- Immediately evacuate the affected area.
- Leave classroom doors open when exiting.
- Be prepared for an off-site evacuation if ordered.
- Remain in the designated safe area until the all-clear is given.

### Some examples of hazardous materials:

- Solids, liquids or gases that can harm people, property or the environment, including:

- Radioactive, flammable or explosive materials
- Chemicals containing toxins, pathogens or allergens
- Blood
- Vomit/other bodily fluids

## SHELTER-IN-PLACE

Shelter-in-place is used when evacuation would put people at risk, such as severe weather or hazardous material release outdoors. Shelters may change depending on the emergency. The switchboard will make an announcement using the building public address system.

- Move students and others into designated safe areas such as inside rooms with no windows, bathrooms, utility closets and downstairs hallways without outside windows or doors.
- Close classroom doors when leaving.
- Have everyone kneel down and be ready to cover their heads to protect themselves from debris.
- Remain in the designated safe area until the all-clear is given.
- If outside, instructors will direct students into the nearest school building or appropriate shelter.
- For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ditch or low spot away from trees and power poles.

## BOMB THREAT

If you observe a suspicious object or potential bomb in a campus building or on the grounds, do the following:

- **DO NOT TOUCH THE OBJECT.**
- **DO NOT TURN ANYTHING ON OR OFF.**
- Evacuate the area immediately.
- Call 22 to contact Campus Safety.
- Do not use cell phones or two-way radios.
- Remain calm.

If you receive a bomb threat, do the following:

- Look at your phone display to see the Caller ID and record the phone number.
- Keep caller on the line as long as possible, and alert others in the area.
- Have others call 22 to contact Campus Safety.
- Remain calm.
- Listen, ask questions and record information on:
  1. Where is the bomb?
  2. When is the bomb going to explode?
  3. What kind of bomb is it?
  4. What does it look like?
  5. How is it activated?
  6. Time of call.
  7. Speech patterns, accent, phrases ("commons," "atrium," etc.)
  8. Emotional state of the caller.
  9. Background noises.

## EXPLOSION OR OTHER SIMILAR INCIDENTS

If an explosion occurs on campus, take the following actions:

- **TAKE COVER IMMEDIATELY** under tables, desks and other objects that will provide protection and cover from falling glass or other debris.
- **Call 911** immediately after the effects of the explosion subside. Describe the nature of the emergency and give your name and location. If you are unsure of your location, describe your surroundings.
- Activate the building fire alarm system, if necessary.
- Walk quickly to nearest marked exit when you hear the fire alarm or when you are told to evacuate the building by a College official.
- If smoke is present, stay close to the floor.

***If an emergency exists, the building fire alarm will be activated – EVACUATE IMMEDIATELY.***

- **ASSIST PEOPLE WHO ARE MOBILITY-IMPAIRED TO EXIT THE BUILDING.**
- **DO NOT USE CELL PHONES OR TWO-WAY RADIOS.**
- **DO NOT USE THE ELEVATORS DURING AN EVACUATION.**
- Close classroom and office doors as you leave the building.
- When you get outside, proceed at least 500 feet away from the building to the grassy area on the other side of the parking lots. Keep fire lanes, hydrants and walkways clear for emergency personnel and vehicles.
- Remain in the designated safe area until the all-clear is given.

## VIOLENT OR CRIMINAL BEHAVIOR

If you observe a criminal act or a person behaving in a threatening manner on campus, **IMMEDIATELY CALL 911** to report the incident.

In case of gunfire or discharged explosives occurring on campus, take cover IMMEDIATELY.

### ACTIVE SHOOTER RESPONSE FOR COLLEGE EMPLOYEES

#### **Active Shooter on Campus:**

- **CALL 911 TO NOTIFY CRYSTAL LAKE POLICE.**
- Follow police instructions.
- Stay alert and on the line to relay all information possible.
- Get away from the area of shooting.
- Keep away from windows facing the incident area.

If the offender is moving in your direction but cannot see you, consider evacuating the area and moving to a safer location. If the shooter is within close proximity it may be safer to remain hidden. See "Lockdown." Only a person on the scene as it occurs can decide which is the most appropriate for their unique situation.

#### **If You Are Confronted by Person with a Weapon:**

- Remain calm and do everything you can to reduce tension.
- Focus on the person, not the weapon. Buy time.
- Be aware of non-verbal signals you send (body position, eye contact, etc.). Making eye contact with the offender could make him/her feel you can recognize the individual.

- Stay calm and rational. Avoid rushing the person, unless such a move is a last resort to prevent further injury to yourself or those around you.
- Anticipate the emergency response of local law enforcement officers and understand that help is on the way.

## Persons with Physical Disabilities

### Mobility-Impaired Persons

Frequently, mobility-impaired persons have respirator complications. Remove these people from smoke or fumes immediately. The needs and preferences of Mobility-impaired persons will vary. Always consults the person as to his/her preference with regard to the following:

- Ways of being removed from the wheelchair.

#### **WHEELCHAIRS SHOULD NOT BE USED IN STAIRWELLS IF AT ALL POSSIBLE.**

- The number of people necessary for assistance.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasms, braces, etc.
- Whether a seat cushion or pad should be brought along if they are removed from the chair.
- Being carried forward or backward on a flight of stairs.

### Visually Impaired Persons

Most visually impaired persons will be familiar with the immediate area. In the event of an emergency, tell the person the nature of the emergency and offer to guide him/her to safety (this is the preferred method when acting as a "sighted guide"). As you walk, tell the person where you are and advise him/her of any obstacles. When you have reached safety, orient the person to where he/she is and ask if any further assistance is needed. Do not leave the person alone.

Note: Visually impaired persons may be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. A Guide Dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during an emergency.

### Deaf or Hard of Hearing

Persons who are deaf or hard of hearing may not perceive emergency alarms; therefore, an alternative warning technique is required. Two methods of warning are as follows:

- Turn the light switch on and off to gain attention. Then through gestures or in writing, indicate what is happening and what to do.
- Write a note which describes the emergency and the nearest evacuation route (e.g., "Fire—evacuate area. Do not use elevators").