

Emergency Guide

Fall 2008



ROCKFORD
COLLEGE

Campus Safety & Security
5050 E. State Street
Rockford, IL 61108

815-226-4060

www.rockford.edu

09-0079

Emergency Contacts

Police Emergency	911
Fire Emergency.....	911
Medical Emergency.....	911
Campus Operator	0
Police Non-emergencies.....	815-987-5800
Fire Non-emergencies.....	815-966-2900
Campus Safety & Security	815-226-4060
Lang Health Center	815-226-4083
Rockford Sexual Assault Counseling Hotline for Winnebago County.....	815-636-9811
USA National Suicide Hotline	800-784-2433
Midwest Poison Control Center	800-942-5969
Employee Assistance Program (EAP)	800-456-6327

The information contained in this publication has been developed from many sources and is intended to be a guide only. Rockford College is not responsible for any errors or omissions.

Table of Contents

Accident	
General Accident or Injury	3
Vehicular Accident.	4
Behavior	
Non-threatening Disruptive Behavior	5
Threatening Behavior.	6
Bomb Threat.	7
Closing	
College Closing Information	Back cover
Disabilities	
Assisting a Person with Disabilities	8
Explosion.	9
Fire & Emergency Evacuation	10
Flooding & Water Damage	12
Gas Leak	13
Medical Emergency	14
Mental Health Emergency	15
Power Outage	16
Shooter	
Active Shooter NOT in your Building	17
Active Shooter in your Building	18
Suspicious Object, Package, etc.	20
Weather	
Severe Weather Emergency	21

Accident

General Accident or Injury

If you are involved in or witness an accident on campus, take the following steps:

- Check the scene to make sure it is safe for you to respond
- Call or instruct someone else to call 911 if necessary and notify Campus Safety & Security at 815-226-4060
- Remain on the telephone with Campus Safety & Security unless instructed otherwise
- Properly trained individuals should render immediate first aid. Do **not** attempt to move injured persons unless a life-threatening condition such as a fire exists
- If the cause of the accident still poses a danger to others, notify the Campus Safety & Security officer and provide assistance as requested to reduce or eliminate the danger

Accident

Vehicular Accident

If you are involved in or witness any vehicular accident on campus, take the following steps:

- Check the scene to make sure it is safe for you to respond
- Call or instruct someone else to call 911 if necessary and Campus Safety & Security at 815-226-4060
- Remain on the telephone with Campus Safety & Security unless instructed otherwise
- Properly trained individuals should render immediate first aid. Do **not** attempt to move injured persons unless a life-threatening condition such as a fire exists
- Remain at the scene of the accident until a Campus Safety & Security officer arrives, and advise any parties to the accident that they also need to remain
- If any vehicle attempts to leave the scene, take note of license plate if safe to do so

Behavior

Non-threatening Disruptive Behavior

Dealing properly with non-threatening behavior may prevent that behavior from escalating to threatening or violent behavior.

- Attempt to defuse the situation by responding quietly and calmly
- Do not take the individual's behavior personally
- Demonstrate concern by listening closely and asking questions
- Communicate clearly and summarize what you heard the individual say
- Focus on the areas that you and the individual agree upon and try to resolve the individual's concern
- Notify others as appropriate (supervisors, Human Resources, Campus Safety & Security)

If the disruptive behavior continues, assess whether or not the individual appears to be dangerous. If you believe the individual is upset but not dangerous, set limits and seek assistance from others as necessary.

Examples of setting limits include instructing the individual to lower his or her voice, advising patience so you may help, warning that disruptive behavior is not tolerated and may result in punitive action, and asking the individual to leave your office or area. If the individual refuses to leave, tell him or her that you will notify Campus Safety & Security.

Behavior

Threatening Behavior

In the event of overtly threatening behavior constituting an immediate threat to self or others, call 911 and then Campus Safety and Security at 815-226-4060.

- Attempt to defuse the situation by responding quietly and calmly
- Do not take the individual's behavior personally
- Demonstrate concern by listening closely and asking questions
- Communicate clearly and summarize what you heard the individual say
- Focus on the areas that you and the individual agree upon and try to resolve the individual's concern
- Remain in a public area and avoid isolation
- Do not touch or attempt to remove the individual from the area
- Alert others for assistance by using a prearranged distress signal or device. In turn, they should immediately notify Campus Safety & Security at 815-226-4060 with as many details as possible of the ongoing incident
- Avoid mentioning discipline or calling Campus Safety & Security if you believe the individual will respond violently

Bomb Threat

All bomb threats are to be taken seriously. Call 911 and then notify Campus Safety and Security at 815-226-4060.

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Listen carefully to background noises. Check for Caller ID information. Ask the caller the following:

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

Inform your RA / supervisor / department head of the bomb threat phone call.

If you receive a bomb threat in written form, do the following:

- Notify 911 and Campus Safety & Security at 815-226-4060
- Do a quick visual inspection of your area. Do not touch or move any suspicious objects
- Do not use radios or cell phones as they can trigger an explosive device.
- If you are told to evacuate the area by authorized personnel, move at least 300 feet from the building

Disabilities

Assisting a Person with Disabilities

The instructor will identify a primary and alternate student or employee to assist the person with disabilities during an emergency. Instructors should designate these primary and alternate students during the first class period of each semester; supervisors should designate these employees as staff changes.

Explosion

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling debris or building damage.

- Evacuate the building as quickly and calmly as possible, call 911 AND notify Campus Safety & Security at 815-226-4060
- If items are falling above your head, get under a sturdy table or desk
- If there is a fire, stay low to the floor and exit the building as quickly as possible
- Assist others in exiting the building and move to designated evacuation areas
- Keep streets and walkways clear for emergency vehicles and crews
- Untrained persons should **not** attempt to rescue people who are inside a collapsed building, wait for emergency personnel to arrive
- DO NOT use elevators. Persons with mobility concerns should go to an area of safety and await emergency rescue teams

The responding emergency agency will make decisions regarding the control and abatement of the explosion incident, and issue or not issue the all-clear for safe building re-entry and occupancy.

Fire and Emergency Evacuation

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

In order to prepare for an evacuation, everyone should know of at least two evacuation routes from their work or living space.

- Remain calm
- Cease hazardous operations if possible
- Take important personal items—in particular, identification
- Close doors behind the last person out
- Follow the nearest evacuation route
- Walk quickly—DO NOT RUN
- DO NOT use elevators, except to assist a person with disabilities under the following situations:
 - Evacuation is urgent
 - Use of elevator is necessary
 - Elevator is operated by Fire Department personnel
- Notify others on your way out
- QUICKLY check restrooms, copy rooms or storage rooms for people

Fire and Emergency Evacuation continued

unaware of the evacuation

- Assist and accompany persons with disabilities
- Move at least 300–500 feet away from building
- Follow the instructions of Police and Fire personnel

Additionally, faculty members and supervisors assume the role of monitors or coordinators for their students and staff during such emergencies. Therefore, faculty members or supervisors should do the following:

- Be aware of the evacuation routes before an emergency
- Ensure that classroom and office doors are closed after everyone has evacuated

Flooding & Water Damage

Flooding on or near campus can result from major or multiple rainstorms, water main breaks, plumbing problems or roof leaks.

- Quickly move to safe areas within the building, or evacuate building as instructed by Campus Safety & Security
- If it is safe to do so, secure vital equipment, records, chemicals, laboratory experiments and electrical equipment prior to evacuation
- Once evacuated, avoid areas susceptible to flooding and seek shelter as necessary
- Remain as a group and wait for further instructions
- If assisting in cleanup, immediately report any oil, chemical or hazardous materials suspected of mixing with floodwater to Campus Safety & Security at 815-226-4060
- If instructed to evacuate campus due to outside flooding, depart immediately to avoid becoming stranded
- If you are in a car and it stalls, abandon it immediately and proceed to higher ground
- Avoid driving or walking through flooded areas or swiftly moving water

Gas Leak

The following steps should be followed if a gas leak is suspected:

- Cease all activity immediately
- Do not use cell phones or any other electrical equipment
- Notify Campus Safety & Security at 815-226-4060 immediately if a gas leak is suspected. Provide details about the location and circumstances
- Evacuate the area as quickly as possible, moving to an outside location at least 500 feet from the location of the suspected leak

Medical Emergency

- Check the scene to make sure it is safe for you to respond
- Call or instruct someone else to call 911 if necessary AND Campus Safety & Security at 815-226-4060
- Remain on the telephone with Campus Safety & Security unless instructed otherwise
- Properly trained individuals should render immediate first aid. Do **not** move injured persons unless a life-threatening condition such as a fire exists
- Remain or instruct someone to remain at the scene as long as necessary to assist Campus Safety & Security or other responding personnel

Mental Health Emergency

In non-emergency situations, refer students to Lang Center for Health, Wellness and Counseling by calling 815-226-4083.

- Express your concerns directly to the individual
- Make the referral in the presence of the individual and offer to accompany them
- Watch for changes in behavior:
 - Significant changes in academic or work performance
 - Changes in hygiene, speech, attentiveness or social interaction
 - Excessive drinking or drug use
 - Severe loss of emotional control
 - High levels of irritability
 - Impaired speech or garbled / disjointed thoughts
 - Excessively morbid, violent or depressing themes in written assignments
 - Verbal expression of suicidal or violent thoughts

Power Outage

If a power outage occurs in your office or building, do the following:

- Remain calm
- Call Campus Safety & Security at 815-226-4060 to report any room, building, or campus power outages
- After initial report, keep telephone lines to Campus Safety & Security clear for emergency calls and other needs related to power outages
- Help those in your area who may be unfamiliar with your space
- If in an unlighted area, cautiously move toward an area with emergency lighting
- If in an elevator, stay calm. Use the emergency phone, or other phone to contact Campus Safety & Security at 815-226-4060
- If in a laboratory area, fume hoods will not work properly during an electrical outage. Laboratories should not be used until power has been restored
- Evacuate the building if instructed to do so

Shooter

Active Shooter

NOT in your Building

Shootings and other violent acts are unpredictable, and your immediate response depends on the situation you face. The following guidelines are based on the best practices established by law enforcement experts.

- If it is possible to do so safely, exit the area immediately when you become aware of an incident, moving away from the immediate path of danger
- Notify anyone you may encounter to exit the area immediately
- Evacuate to a safe area away from danger and take protective cover. Stay there until assistance arrives
- Call 911 and notify Campus Safety & Security at 815-226-4060, providing the dispatcher with the following information:
 - o Your name
 - o Location of the incident (be as specific as possible)
 - o Number of shooters or assailants, if known
 - o Identification or description of shooter(s) or assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.)
 - o Your exact location
 - o Injuries to anyone, if known

Shooter

Active Shooter in your Building

An active shooter is a person whose activity is immediately causing serious injury or death and has not been contained. Active shooters use firearms, and there is often no pattern or method to their selection of victims. These situations evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and minimize harm to innocent victims.

If you are directly involved in an incident and exiting the building is not possible, take the following actions:

- Go to the nearest room or office
- Close and lock the door. Barricade the door if possible
- Turn off lights, radios and computer monitors
- Close blinds and block windows
- Seek protective cover away from windows and doors (behind concrete walls, filing cabinets, thick desks, etc.)
- Keep quiet and act as if no one is in the room. Silence cell phones
- Do not answer the door
- Do not respond to any voice commands until you can verify the source

Active Shooter in your Building continued

- Call 911 and notify Campus Safety & Security at 815-226-4060, providing the dispatcher with the following information:
 - o Your name
 - o Your location
 - o Number of shooters or assailants, if known
 - o Identification or description of shooter(s) or assailant(s) (race, gender, clothing description, physical features, type of weapon, etc.)
 - o Injuries to anyone, if known
- Wait for Campus Safety & Security or local police to assist you out of the building

Suspicious Object, Package, etc.

If you receive or observe a letter or a package whose appearance is somehow suspect, do the following:

- Do not move, open, cover or interfere with the letter or package
- Move away from the area
- Do not use cell phones or radio equipment within 100 feet of object
- Call 911 and notify Campus Safety & Security at 815-226-4060
- Wash your hands with soap and water
- Follow Police and Fire personnel instructions

Weather

Severe Weather Emergency

Campus Safety and Security monitors a weather radio which broadcasts news of severe weather watches and warnings. Your building will be alerted if conditions deteriorate.

Severe Weather WATCH

Issued whenever conditions are favorable for formation of such storms

Severe Weather WARNING

Issued when such storms have formed and pose an imminent threat

TORNADO

- Follow your building's shelter plan
- Take shelter in a basement or the smallest, most interior rooms and hallways on the lowest floor
- Avoid glass-enclosed places or areas with wide-span roofs such as auditoriums or gymnasiums
- Crouch down and cover your head
- Wait for the "all clear" signal from authorized emergency personnel and Campus Safety and Security

THUNDERSTORM

- Stay away from windows.
- Draw shades or blinds to reduce injury from flying glass
- Minimize use of electrical appliances including computers

See back cover for college closing information.

College Closing Information

Please do NOT call the campus operator for cancellations.

If the college is closed due to inclement weather or other circumstances, **RC Alert will inform you** via e-mail, cell phone (including a text message) and landline phone, depending on which services are listed as preferences.

If you are not signed up for **RC Alert**, you may do so through the college intranet. You may also access information through the following means:

- Check my.rockford.edu (the Rockford College intranet)
- Check www.rockford.edu. (the Rockford College Web site)
- Call 815-226-3330 (RC Alert Hotline)
- If there is power, an e-mail will be sent to all faculty, staff and students via their college e-mail.
- The following **media outlets** will be notified:

Radio Stations

Rockford AM: WNTA 1330, WROK 1440

Rockford FM: WRWC 103.1, WGSL 91.1, WKGL 96.7 (The Eagle), WNIJ 89.5, WNIU 105.7, WQFL 101, WXRX 104.9, WXXQ 98.5, WRTB 95.3 (Bob FM), WZOK 97.5

Freeport: WFPS 92.1 FM

Janesville/Beloit: WWHG 105.9 FM

Television News

WIFR (Ch. 23, CBS), Comcast Cable Ch. 5

WREX (Ch. 13, NBC), Comcast Cable Ch. 3

WTVO (Ch. 17, ABC), Comcast Cable Ch. 4

Chicago stations do not cover our area.

During a snow emergency, please observe parking restrictions.