

EMERGENCY

GUIDELINES AND RESOURCES



IMPORTANT CONTACTS

Morton College District 527 – 708-656-8000 and extension

President's Office (Executive Assist. to the President) ...x2211	Disability Specialist & Academic Advisorx2153
Provostx2240	Director of Student Development (OAR)x2245
Vice Presidentx2277	Dean of Student Developmentx2401
Director of Human Resourcesx2298	Athletic Directorx2370
Director of Business Services.....x2289	Director of Facilities & Operationsx2220
Director of Financex2290	Director of Deskside Services (IT).....x2472
Director of Financial Aid.....x2227	Front Desk Switchboardx2190
Executive Director/Inspector General.....x2441	Director of Nursing.....x2264
Chief of Campus Policex2203	Director of Library & Hawthorne Museumx2322
Dean's Officex2232 & x2334	Coordinator of Fitness Centerx2274
Dean of Adult Education.....x2367	Coordinator of Child Learning Center.....x2284
Dean of Students.....x2401	Theater Managerx2273

COMMUNITY NUMBERS/RESOURCE NUMBERS >>>

IMPORTANT CONTACTS

Community Numbers:

Cicero City Hall.....	708-656-3600
Cicero Police Department, Non-Emergency...	708-652-2130
Cicero Fire Department, Non-Emergency	708-652-0174
Cicero Health Department.....	708-656-3600
Berwyn Fire Department, Non-Emergency.....	708-484-1644
Berwyn Health Department	708-788-6600
Berwyn Police Department, Non-Emergency ...	708-795-5600
County Sheriff, Non-Emergency.....	847-635-1188
State Police, Non-Emergency	630-241-6800
Illinois – DCFS Hot Line	800-252-2873
Loyola Hospital.....	888-584-7888
MacNeal Hospital	708-783-9100
Parents Anonymous	909-621-6184
<i>For an Emergency Dial 911</i>	
<i>Campus Police Department.....</i>	<i>x2200 or x200</i>

Resource Numbers:

Crisis Intervention Personnel.....	x2153
Sarah’s Inn	708-386-4225
Fillmore Center.....	708-745-5277
Morris House	708-485-5254
Chicago Red Cross	312-729-6100
FEMA/ILL.....	217-782-2700
Department of Homeland Security	202-282-8000
Illinois Department of Transportation.....	217-782-7820
Pace Suburban Bus Service.....	847-364-PACE (7223)
ComEd.....	800-334-7661
Nicor Gas.....	888 642-6748
Centers for Disease Control (CDC).....	312-747-9435
YWCA Metropolitan Chicago	312-372-6600

FLIP CHART DEFINITIONS

Incident Command (IC): is “a systematic tool used for the command, control, and coordination of emergency response.” Further, it is “a set of personnel, policies, procedures, facilities, and equipment, integrated into a common organizational structure designed to improve emergency response operations of all types and complexities.”

Minor: 750 ILCS 30/3-1 (from Ch. 40, par. 2203-1) Sec. 3-1. Minor. “Minor” means a person 16 years of age or over, and under the age of 18 years, subject to this Act.

Area Coordinators: individuals who assist in the process of organizing people or groups so that they stay together properly and safely during an emergency; **Evacuation** to an area predetermined and designated as a safe area which will function well as a space to assign and delegate from.

Public Information Officer (PIO): are the Communications Coordinators or spokesperson of certain governmental organizations (i.e., city, county, campus district, and state government and Police/Fire departments). The primary responsibility of a PIO is to provide information to the media and public as required by law and according to the standards of their profession.

EMS: Emergency medical services (abbreviated to the **EMS** in some countries) are a type of emergency service dedicated to providing out-of-hospital acute medical care, transport to definitive care, and other medical transport to patients with illnesses and injuries which prevent the patient from transporting themselves.

Emergency Assembly Area (EAA): a pre-designated safe location used in response to Campus-wide emergencies where essential services can be provided to displaced persons.

Evacuation: temporary but rapid removal of people from a building(s) during a disaster (or threat of a disaster) to an area as a rescue or precautionary measure.

Relocation: to move or be moved to a safe place or area designated safe in the event of an emergency or practice drill as noted in an **Evacuation** plan.

Shelter in Place: is the use of a structure and its indoor atmosphere to temporarily separate individuals from a hazardous outdoor atmosphere. It entails closing all doors, windows and vents and taking immediate shelter in a readily accessible location that puts as much indoor air and mass between the individual and

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the hazardous outside air, such as a basement or centrally located medium to small room, and trying to make it as airtight as possible by shutting off all ventilation/HVAC systems and extensively sealing the shelter's doors and windows from all outside air contaminants with damp towels, or if available, plastic sheeting and adhesive tape.

National Oceanic and Atmospheric Administration (NOAA): NOAA is an agency that enriches life through science. Their reach goes from the surface of the sun to the depths of the ocean floor as we work to keep citizens informed of the changing environment around them.

From daily weather forecasts, severe storm warnings and climate monitoring to fisheries management, coastal restoration and supporting marine commerce, NOAA's products and services support economic vitality and affect more than one-third of America's gross domestic product. NOAA's dedicated scientists use cutting-edge research and high-tech instrumentation to provide citizens, planners, emergency managers and other decision makers with reliable information they need when they need it.

Hazardous Material (HAZ-MAT): material or substance that poses a danger to life, property, or the environment if improperly stored, shipped, or handled.

Drop, Cover and Hold: the Drop, Cover, & Hold method has been proven throughout the United States to reduce earthquake-related injuries and death.

DROP – DROP down to the floor.

COVER – Take **COVER** under a sturdy piece of furniture. If that is not possible, seek **COVER** against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

HOLD – If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. **HOLD** the position until the ground stops shaking and it is safe to move.

EpiPen: a device for the autoinjection of adrenaline; used by people who suffer from severe allergies and risk anaphylactic shock.

Emergency Alert System: the Emergency Alert System (EAS) is used by alerting authorities to send warnings via broadcast, cable, satellite, and wireline communications pathways. Emergency Alert System participants, which consist of broadcast, cable, satellite, and wireline providers, are the stewards of this important public service in close partnership with alerting officials at all levels of government. The EAS is also used when all other means of alerting the public are unavailable, providing an added layer of resiliency to the suite of available emergency communication tools.

EVACUATION PROTOCOL

Purpose: Whenever it is determined that it is safer outside than inside the building (i.e., fire, explosion, hazardous material spill inside, structural failure, etc.).

Incident Commander:

- Designate someone to call 911, identify the name of the campus, describe the emergency, advise that the campus is evacuating, and identify the location of the Incident Command Post.
- The Incident Commander or designee will make an announcement using the building public address system, 2-way radio, telephone, or megaphone.
- Notify the President's Office, Campus Police and Fire Department of the campus **Evacuation**.
- When an "**All Clear**" has been given, contact Administrators and Faculty to begin reentry into the building(s) or other relocation site.

Police/Faculty:

- Take visitor log and sign out sheet to assembly area.
- Gather head-count information from faculty and inform the Incident Commander or Administrator of any missing students or staff.

Faculty:

- Faculty will instruct students to evacuate the building calmly and quietly, using designated routes, and report to the assigned assembly area. Designate a student leader to help move your class to the assembly area. Faculty should follow the last students from the room and accompany the class from the room.
- Close your door, and turn off classroom lights. If the exit route is blocked, follow an alternate exit route.
- Bring your class lists, phone lists and Emergency Go Kit Materials.

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Card 3 Rear

- Take attendance, especially noting any students in other activities or services such as band, orchestra, theater, choir, etc., who are missing. Display **GREEN** status card to indicate all students accounted for or use **RED** status card to indicate someone is missing or injured. Report any missing students or staff to the Area Coordinators.
- At the assembly area, faculty and students will stay in place until further instructions are given.
- Areas of Rescue have been designated for students with special needs.

Support Staff:

- Return all of your students to their classroom designated assembly areas, avoiding area(s) of hazard.
- Report to the Police or Incident Command Post. You may be needed in another capacity as the incident unfolds.

Police:

- Acknowledge via radio when your assigned area is clear.
- Open necessary gates and lock gates when “**All Clear**” is given.
- Make sure all classrooms and hallways are clear and doors and windows are closed.
- Clear backstage and theater areas as deemed necessary per building.
- Assist with special-needs students in Areas of Rescue.

Maintenance:

- Assist Police Officers, Area Coordinators, Faculty and assist with special-needs students in Areas of Rescue.
- Clear common areas.
- Assist with the **Evacuation** of cafeteria and child care programs as deemed necessary per building.
- Maintain communication with the Incident Commander and Police Department.

INTRUDER/HOSTAGE

Intruder – When an unauthorized person enters Campus property:

- Notify Campus Police Department.
- Ask another staff person to accompany you before approaching an unauthorized person/intruder.
- Politely greet the unauthorized person/intruder and identify yourself.
- Ask the unauthorized person/intruder the purpose of his/her visit.
- Inform the unauthorized person/intruder that visitors must register at the Campus Police Department.
- If the unauthorized person's/intruder's purpose is not legitimate, please contact the Campus Police Department who will accompany the unauthorized person to exit the Campus.

If unauthorized person/intruder refuses to leave:

- Warn unauthorized person/intruder of consequences for staying on Campus property.

- Notify Campus Police and Administrators if unauthorized person/intruder still refuses to leave. Give Campus Police a full description of unauthorized person/intruder. (Keep unauthorized person/intruder unaware of call for help if possible.)
- Walk away from the unauthorized person/intruder if he/she indicates a potential for violence. Be aware of this unauthorized person/intruder actions at this time (where he/she is located in or on Campus, whether he/she is carrying a weapon or package, etc.).
- Maintain visual contact with the unauthorized person/intruder from a safe distance.
- Campus Police Department notifies the Campus President and may issue the **Lockdown Protocol**.

Hostage Situation:

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Campus Police Department.

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INTRUDER/HOSTAGE

Card 4 Rear

- Incident Commander (IC) or designee will announce **Lockdown Protocol**.
 - The IC or designee will ensure staff outside are notified of the **Lockdown** and are instructed to move students away from the building to the outside assembly areas.
 - The IC or designee will call 911 immediately. Give dispatcher details of situation:
 - Description and number of intruders.
 - Exact location in the building and that the Campus is in **Lockdown**.
 - Ask for assistance from hostage negotiation team.
 - The IC or designee will redirect any buses in route to the campus to an alternate location.
 - The IC notifies the Campus President.
 - The IC will give control of scene to Police and hostage negotiation team.
 - The IC will ensure detailed notes of events are taken.
 - Faculty and staff will implement **Lockdown Protocol** upon hearing the alert. If outside, move to Campus Assembly areas and wait for further instructions.
- Everyone should remain in **Lockdown** until given the “**All Clear**” or if directed in person by a uniformed law enforcement officer.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

LOCKDOWN PROTOCOL

Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e., intruder, shooting, hostage incident, gang fights, civil disturbance, etc.).

Campus Incident Commander:

- The Incident Commander or designee will make an announcement using the building public address system, 2-way radio, telephone, or megaphone.
- Designate someone to call 911, identify the name and address of the College Campus, describe the emergency, state the College Campus is locking down, provide intruder description and weapon(s) if known, and identify the location of the Incident Command Post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-Campus assembly area(s), account for the students and be prepared to evacuate off-Campus to a relocation site.
- * **Direct maintenance staff to switch Alert System to a manual mode and deactivate the fire alarm.**

- Notify the Police communications or contractual bus service to stop all inbound buses and redirect them to designated relocation site(s).
- Notify Campus President's Office.

Office Staff:

- Stay near phones to wait for additional procedures from President's Office and the Incident Commander.
- Remotely check status of classrooms via PA, telephone, computer or other methods.
- Assist the Administrator or the Incident Commander as the Incident Command Post is established.

Maintenance Staff:

- Close and lock all delivery doors.
- Direct any contractors, delivery drivers, or vendor repairmen located inside the building into a safe area and lock the door.

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Faculty:

- Clear the hallway and bathrooms by your room moving everyone into the classroom.
- Lock your doors, turn off your lights, and shut your blinds and windows.
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall.
- Place a **GREEN** or **RED** status card on/under your door and window. (**Green** signifies everything is okay; **Red** means emergency assistance is needed.)
- 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 Incident Commander of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until the Incident Commander gives the "**All Clear**" signal.
- If outside, faculty will move students to the designated off-Campus assembly area and wait for further instructions.

Campus Police Department:

- Make sure that all hallways and bathrooms are clear.
- Direct students in the hallways to the nearest classroom.
- Acknowledge via radio when your assigned area is clear.
- Provide assistance as directed by Incident Commander.

SHELTER-IN-PLACE PROTOCOL

Purpose: Provides a refuge for students, staff and the public inside the campus building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. **Shelter-in-Place** is used when **Evacuation** would place people at risk. Shelters may change depending on the emergency.

Incident Commander:

- The Incident Commander or designee will make an announcement using the building public address system, 2-way radio, telephone, or megaphone.
- Order a **Reverse Evacuation** for students and staff outside to move inside the building. Use the building PA, megaphone, 2-way radio, telephones, or Area Coordinators to gather staff and students inside.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Notify the President's Office the campus is **Sheltering-in-Place**.
- Monitor the NOAA weather radio. Be prepared to announce change in status ("**Drop, Cover and Hold**" or "**All Clear**").

Maintenance:

- Shut off utilities (if necessary).
- Turn off ventilation systems (heating, ventilation and air conditioning) as appropriate.
- Post **Shelter-in-Place** cards at the primary entrances to the building(s).

Faculty/Staff:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, or hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect themselves from debris.
- If outside, faculty/staff will direct students into the nearest campus building interior safe area or other appropriate shelter.
 - a. For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine, open ditch or low spot away from trees and power poles.
 - b. If movement into the building would expose persons to a hazardous chemical plume, Faculty should move to designated outdoor assembly areas upwind or crosswind from the spill.
- All persons must remain in shelter until notified by the Incident Commander or emergency responders.

BOMB THREAT CHECKLIST >>>

SHELTER-IN-PLACE PROTOCOL

BOMB THREAT CHECKLIST

BOMB THREAT CHECKLIST

The following is a checklist to be utilized by the person receiving a call which threatens the safety or security of Morton College Campus.

Checklist:

(Complete all possible items immediately following the call.)

1. Time Call Received: _____
2. Time Call Terminated: _____
3. Caller's Name and Address (if known) _____

4. Sex: Male Female
5. Age: Adult Child
6. Bomb Facts (Questions to Ask)
 - a. When will it explode? _____
 - b. Where is the bomb right now? _____

 - c. What kind of bomb is it? _____

 - d. What does it look like? _____

 - e. Why did you place the bomb? _____

7. Voice Characteristics

Tone	Speech	Language	
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent	<input type="checkbox"/> Nasal
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good	<input type="checkbox"/> Lisp
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Disguised
<input type="checkbox"/> Low Pitch	<input type="checkbox"/> Cursing	<input type="checkbox"/> Poor	<input type="checkbox"/> Foreign
<input type="checkbox"/> Stutter	<input type="checkbox"/> Slurred	<input type="checkbox"/> Raspy	
8. Background Noise

<input type="checkbox"/> Music	<input type="checkbox"/> Traffic
<input type="checkbox"/> Voices	<input type="checkbox"/> Machines
<input type="checkbox"/> Cellular Phone	<input type="checkbox"/> Quiet
<input type="checkbox"/> Children	<input type="checkbox"/> Typing
<input type="checkbox"/> Other _____	
9. Person Receiving Call: _____
Work Station: _____
Date: _____

BOMB THREAT/SUSPICIOUS PACKAGE

BOMB THREAT CHECKLIST ▲ ▲ ▲

Call Taker:

Upon receiving a message that a bomb has been placed in or on Campus:

- Use Bomb Threat Checklist.
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this. (See Bomb Threat Checklist.)
- Listen closely to caller's voice and speech patterns and to noises in background.
- After hanging up the phone, immediately notify the Campus President, Police Department, Incident Commander or designee.

Incident Commander:

- Incident Commander or designee notifies law enforcement by calling 911.
- Assign staff to meet and brief emergency responder agencies outside.
- Notify staff through the public address system.

The Incident Commander and Law Enforcement Agency will make a decision to:

- Evacuate immediately.
- Search the building and evacuate if warranted.
- Notify the College President.

- Ensure staff who received the call completes the Bomb Threat Checklist and gives it to law enforcement officials.
- Assemble and brief the Search Team members at the Interior Command Post. Assign search areas within the building, the emergency exit routes and the outside assembly areas.
- If a suspicious item is located, notify law enforcement official, order an **Evacuation**, selecting routes and assembly areas away from the suspicious item. **DO NOT ACTIVATE THE FIRE ALARM.**
- Direct students and staff:
 - “**DO NOT** take personal belongings, coats or backpacks.”
 - “Faculty and staff should leave their windows and doors open when exiting.”
- Students and staff must be evacuated to a safe distance outside of campus building(s) – A MINIMUM OF 1000 FEET is the general rule. Consult with Fire and Police officials.
- Arrange for person(s) who found a suspicious item to talk with law enforcement officials.
- No one may re-enter the building(s) until Fire or Police personnel declare them safe.

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BOMB THREAT/SUSPICIOUS PACKAGE

- After consulting with the President and the Incident Commander, the Incident Commander may move students to the predetermined relocation site if weather is inclement or building is damaged.
- The Incident Commander will notify staff and students of the termination of the emergency and to resume normal operations.

Faculty and Staff:

- Faculty and staff will check their classrooms, offices and work areas for suspicious items and report any findings to the Incident Commander or Search Team members.
 - If a suspicious item is found – DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
 - Faculty will account for their students and be prepared to evacuate if ordered.
 - Faculty and staff will evacuate using standard procedures and exit routes to assembly area.
 - Faculty and staff will open classroom windows and leave classroom doors open when exiting.
- Faculty will take roll after being evacuated. Hold up the **GREEN** status card to indicate everyone is accounted for. Use a **RED** status card to indicate a student or staff member is missing or that you need immediate assistance. Be prepared to report the names of any missing persons to campus Administration.
 - Keep your class together at the assembly area until given further instructions. Be prepared for an **Off-Site Evacuation** if ordered.
 - If given the “**All Clear**” signal, return to the building and resume normal operations.

REVERSE EVACUATION PROTOCOL

Purpose: When conditions are safer inside the building than outside, such as: severe weather, community emergency, gang activity, hazardous material release outside, etc.

Incident Commander:

- Order a **Reverse Evacuation** for students and staff outside to move inside the building. Use the building PA, megaphone, 2-way radio, telephones, or Area Coordinators to gather campus community inside.
- Notify the President's Office of the situation.

Faculty/Staff:

- Immediately move back to classrooms or safe areas (if it is safe to do so) using the closest entry.
- If movement into the building would present a danger to persons outside, faculty and staff outside will direct students to the designated assembly areas or off-Campus assembly site.
- Faculty will take attendance and account for all students. Report any missing students to the Administration.
- Actively monitor students. Advise students to remain quiet and minimize the noise level in order to hear directions.
- No students or staff are allowed outside the building.
- Close and lock all exterior doors and windows until the "All Clear" is given.

Police Department:

- Redirect traffic away from the building until everyone is inside.
- Actively monitor students.
- Assist with the reentry into the building in an organized manner.

Maintenance:

- Make sure access to designated areas are open and available.
- Assist with the reentry of special-needs students.
- Maintain communication with the Police Department, Incident Commander and Administration.

MENTAL HEALTH/CRISIS INTERVENTION >>>

REVERSE EVACUATION PROTOCOL

MENTAL HEALTH/CRISIS INTERVENTION

MENTAL HEALTH/CRISIS INTERVENTION

Purpose: These procedures are intended to guide staff in responding to more frequently occurring crisis situations, such as deaths, injuries, emergencies or other traumatic events impacting the campus community.

Campus President:

- Notify building support staff, including counselors, psychologists and social workers.
- Activate the Campus Crisis Team and assign duties. Request district level support from teams from other campuses or community-based mental health resources if needed.
- Convene an emergency staff meeting. Invite outside professionals to join the meeting to help staff members process their own reactions to the situation.
- Assign Campus Police to monitor the grounds for students leaving the building without permission. Redirect them to the Dean's Office. If unable to intercept, make parent notification and inform them of the situation.
- Make an initial announcement over the PA system to the entire campus. Include minimum details and note that additional information will be forthcoming. Prepare statements for telephone inquiries.
- Ensure the designated media or public information officer is notified and briefed on the circumstances and actions taken. Request the PIO to prepare formal announcement and media release.

Mental Health/Crisis Intervention Team:

- Assess the range of crisis intervention services needed during and following an emergency or event.
- Advise and assist the campus Administrator to restore regular campus functions as efficiently and as quickly as possible.
- Identify locations in the campus designated for individual or group counseling and make a building-wide announcement.
- Provide direct intervention services, critical incident stress debriefings, ongoing assessment of needs and follow-up services as required.
- Identify, gather, and inform the siblings, closest friends and faculty of the deceased/injured and provide counseling

support. Notify parents of affected students regarding available community resources.

- Provide grief support for students/staff in designated building areas. Ensure parents of any students seeking support are notified of the event involving the students/minors.

Faculty and Staff:

- Notify an Administrator in person of the incident or emergency if you are made aware of a situation.
- Seek crisis intervention services or counseling if you are experiencing difficulty coping with the event.
- Provide stress management during class time.
- Allow students to talk about what they felt or experienced in response to or during the event.
- Be prepared for some outbursts and disruptive behaviors. Refer students experiencing stress to counseling.

Campus Police:

- Actively monitor the halls for student in distress and escort student to counselor or Administrators.

Suicide/Death:

During Campus:

Any threat or suicide should be taken seriously.

- Immediately contact an Administrator in person.
- Contact with the student's counselor, social worker and campus psychologist should be made as needed.
- Trained professionals will evaluate the student's risk of harming him/herself and/or others and request appropriate services.

Outside of Campus:

- Contact an Administrator immediately and inform them of the suicide attempt or death of student.
- The Crisis Team will be contacted and implement a response operation to notify staff, students, and the public, provide counseling services to staff, students, and family members, and provide follow-up services for survivors of suicide attempts.

NEED

HELP

**INTERIOR AND EXTERIOR INCIDENT COMMAND POST/EVACUATION/
ASSEMBLY AND RELOCATION AREAS**

Interior Assembly Areas:	Exterior Assembly Areas:
1. Gymnasium	1. Parking Lot A
2. Theater	2. Campus Courtyard
3. Cafeteria	3. 37th Street North to 55th Court and 55th Avenue
4. Room 105C and Room 106C	
Incident Command Post:	
1. Police Department Room 119C	1. Parking Lot A (East end of parking lot)
Evacuation Areas:	
	1. Campus Soccer Field
	2. Rocket Property

****Relocation Areas: Announcement to be made through Alert System Based on Incident****

MEDICAL EMERGENCY/MULTI-CASUALTIES >>>

COMMAND POST/EVACUATION/ASSEMBLY AND RELOCATION AREAS

MEDICAL EMERGENCY

MEDICAL EMERGENCY/MULTI-CASUALTIES

Administrator's Responsibilities:

- Call 911.
- Notify the Campus President's Office.
- Report to the scene. Secure and isolate the area.
- Have staff trained in first aid/CPR/AED respond to the area to assist.
- Assign an individual to meet and escort the emergency responders to the scene and to provide necessary information.
- Notify the parent/guardian.
- Accompany the student/staff to the hospital if the parent/guardian cannot be there.

Allergic Reaction:

- Notify the Campus Police Department immediately.
- Call 911.

- Administer counteractive agent (EpiPen) if necessary.
- Contact parent/guardian.

Staff's Responsibilities:

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safer and secured area.
- Call 911.
- Notify the Incident Commander or designee immediately. Advise them of the number of injured and of the situation. Provide the location and other necessary information.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim. Administer first aid.
- Assist the First Responders, if directed to do so.
- If the scene is not safe, i.e., electrocution, downed wires, etc., wait for EMS.

SEVERE WEATHER (TORNADO/FLOODING)

When a Severe Weather Watch or Warning has been issued in the area near the campus:

Severe Weather Watch has been issued:

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside the building(s). Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Review “**Drop, Cover and Hold**” procedures with students. Refer to **Shelter-in-Place**.
- Faculty and staff will monitor their assigned area.

When Severe Weather Warning has been issued in an area near campus or severe weather has been spotted near campus:

The Incident Commander will announce Shelter-in-Place alert signal.

The IC will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.

- Ensure that students are in “**Drop, Cover and Hold**” positions until the danger passes.
- The IC will direct students and staff outside to **Reverse Evacuate into the building**.

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SEVERE WEATHER (TORNADO/FLOODING)

- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Remain in safe area until warning expires or until emergency personnel have issued an “**All Clear**” signal.

In case of imminent or actual flooding:

1. If you can do so safely:
Secure vital equipment records, and hazardous materials by moving it to higher, safer ground. Contact Campus Police Department and Maintenance for further instructions.
2. Move all personnel to a safe area, away from the building and danger. Locate those persons with special needs and provide assistance if possible. Otherwise, provide their location to emergency responders.
3. Do not return to the building until instructed to do so by Campus Police or Facilities and Services.

HAZARDOUS MATERIAL RELEASE

A hazardous material (**Haz-Mat**) release is an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. Internal **Haz-Mat** incidents may occur from activities in a campus laboratory, vocational technical area, or maintenance shop. External **Haz-Mat** exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

Substance Released Inside a Room or Building:

- The Incident Commander (IC) will initiate an **Evacuation** alert. Direct staff to use designated routes or other alternate safe routes to assigned Assembly Area(s) upwind or crosswind from the affected room or building.
- The IC directs staff to call 911 to provide the name and location of the campus, state the emergency and describe actions to safeguard students and staff and identify the location of the Incident Command Post.

- The IC or staff will notify the Campus President's Office and request activation of media and parent notification protocol.
- The IC will direct staff to secure the area around the chemical spill and ensure the air handling ventilation system is shut down.
- The IC will establish an Incident Command Post outside the Campus and brief Fire officials when they arrive.

Faculty/Staff:

- Faculty and staff should take attendance at their outside Assembly Area and report any missing or injured students to Administration.
- After **Evacuation**, persons who have come into direct contact with **Haz-Mat** substances should be taken to a decontamination area.
- The IC will determine if an **Off-Campus Evacuation** to a relocation site is necessary. If so, request transportation resources from the Campus President's

CONTINUED >>>

HAZARDOUS MATERIAL RELEASE

Office and or Campus Police Department. Alert staff to move students to designated transportation site.

- Request law enforcement officials to assist with **Evacuation** and assign officers to the relocation site.

Substance Release Outdoors:

- The Incident Commander (IC) will immediately announce a **Shelter-in-Place** alert and a **Reverse Evacuation** into the building for all students and staff outside the building.
- The IC or designee will call 911:
 - Identify the name/exact location of the campus.
 - Describe the emergency.
 - State what actions are being taken to safeguard students/staff.
 - Remain on the line until told otherwise.
- The IC will direct staff to turn off air handling/ventilation systems, close all windows and doors and turn off fans and air conditioners.
- The IC will notify the Campus President's Office and request activation of media and parent notification protocol.

- The IC will ensure all buses in route to the Campus are redirected to the alternate relocation site and deposit the students there for reunification with parents.
- Faculty and staff outside will immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to a hazardous chemical plume, faculty and staff should move to designated outdoor assembly areas upwind or crosswind from the spill.
- The IC will turn on a radio or television to monitor information concerning the incident.
- The campus will remain in **Shelter-in-Place** until the Fire official or appropriate agency provides clearance or the staff is otherwise notified by the Campus President.

When emergency responders determine it is safe to do so, the IC will give the "**All Clear**" signal to staff and students. IC will announce whether campus will resume normal activities, dismiss early or complete a non-emergency evacuation and movement to an off-Campus relocation site for parent reunification.

UTILITY LOSS OR FAILURE

Utility failure is the loss or interruption of electric power, natural gas, water or sewage services to the campus. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until the power is restored.

- Upon notice of loss of utilities, the Incident Commander (IC) will initiate appropriate immediate response actions, which may include **Shelter-in-Place** or **Evacuation**. The IC may direct staff to shut off utilities, as deemed necessary.
- The Incident Commander will contact the local utility company (see emergency contact section) and determine the anticipated duration of the outage.
- The Incident Commander will confer with the Campus President and determine whether campus should be closed and classes temporarily suspended. If so, activate parent and media notification protocols.
- In the event of a gas leak, the Incident Commander will direct staff to call 911:
 - Give name and exact location of the Campus.

- State the emergency.
- Identify affected area(s) of the building.
- Announce the campus is **EVACUATING** and provide the location of the Incident Command Post outside.
- For gas leaks, the Incident Commander will order an **Evacuation** and open windows. **DO NOT ACTIVATE THE FIRE ALARM**. All Alert systems should be transferred to “manual mode.” Direct staff to shut off all utilities.
- If evacuating, faculty and staff should follow **Evacuation** procedures avoiding areas of hazard, assemble at designated assembly area, take attendance and report any missing students to Administration. Faculty should be prepared to evacuate students off-Campus to a relocation site for parent reunification, if directed.
- Do not allow anyone to reenter the building until the facility has been deemed safe.
- The Incident Commander will complete a detailed incident report at the earliest opportunity and send to the Campus President’s Office. **EARTHQUAKES** >>>

UTILITY LOSS OR FAILURE

EARTHQUAKES

EARTHQUAKES

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building and injuries.

Incident Commander:

- The Incident Commander (IC) or designee will call 911 (if necessary).
- After the shaking stops, the IC will initiate an **Evacuate Building** alert. Staff and students will evacuate using designated routes or alternate routes to the outside Assembly Area(s).
- The IC will contact the Campus President's Office and activate the media and parent notification protocol.
- The IC will establish a Incident Command Post and medical triage site on Campus.
- The IC will direct staff to shut off utilities and notify the appropriate utility company of damages (e.g., gas, power, water or sewer).
- The IC will consult with emergency management and public safety officials to determine if the buildings are safe for re-occupancy.
- The IC will consult with the Campus President concerning closing campus. They will decide whether

to announce dismissal students from the campus or **Evacuate** students off-Campus to an alternate relocation site for parent reunification.

- If an **Off-Campus Evacuation** is ordered, activate the parent notification procedures and notify the appropriate law enforcement agency to request assistance at the relocation site.

Faculty and Staff:

- Upon the first indication of an earthquake, faculty/staff should direct students to **Drop, Cover and Hold**, seek shelter under desks and move away from windows and overhead hazards. Refer to **Drop, Cover and Hold**.
- If outdoors, faculty/staff should direct students to move away from buildings and gas and electrical lines.
- If **Evacuation** is ordered, faculty/staff will bring their student roster and emergency Go Kit, take attendance at the Assembly Area, and report any missing or injured students.
- Designated staff will check for injuries and provide appropriate first aid.
- Be prepared to relocate to a remote site if an **Off-Campus Evacuation** is ordered.

ACTIVE SHOOTER/ARMED INTRUDER

An active shooter or armed assault on Campus involves one or more individual's intent on causing physical harm to students and staff. Intruders may possess a gun, a knife, a bomb or other harmful device.

Administrator:

- The Incident Commander (IC)/Campus President will direct staff to call 911 and give:
 - The name and exact location of the College.
 - The nature of the emergency.
 - Number and description of intruders (if known).
 - Type of weapon(s).
 - Area of the College Campus where last seen.
 - Actions taken by the Campus.
- Even though a Law Enforcement Officer may be on the scene, the Campus Police Dispatcher will continue to gather information from the caller and attempt to keep the caller on the line.
- The IC will announce a building-wide **Lockdown** alert. Direct staff and students outside the building to move immediately to the Campus Assembly Area(s) and be prepared to **Evacuate** off-Campus if necessary.
- The IC will direct any support staff outside to stop pedestrians from entering campus grounds and stop all vehicles from entering the Campus until Police arrive.
- The IC will ensure any buses enroute to the campus are redirected to the pre-designated relocation site.
- The IC will secure the Administration Office as a command post and retrieve the emergency Go Kit. If the incident is occurring at the Administration Office, the IC will designate an alternate command post.
- The IC will assign someone to meet and brief arriving law enforcement officers.
- The IC or designee will put the Alert system to manual mode and disarm the fire alarm.
- The IC will direct Dispatch to contact the classrooms via intercom or alternate means of communication to check status.
- The IC will notify the Campus President's Office and request activation of media and parent notification protocols.
- Assign staff to meet and brief responding law enforcement officers.

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ACTIVE SHOOTER/ARMED INTRUDER

Faculty and Staff:

- Upon first indication of an armed intruder, staff should immediately notify the Campus Police Department and Campus President's Office and go to **Lockdown**.
- Clear students from the hallway and bathrooms outside the classroom immediately.
- Close and lock all doors and windows, pull down the shades and turn off the lights.
- Tell the students to get down on the floor up against an interior solid wall and remain quiet.
- Account for all students and report any additional non-class students sheltered in the room and any missing students.
- Place a **RED** or **GREEN** card on an outside window, or inside door window or under the door to communicate with emergency responders. A **GREEN** card means "Everything is okay in the classroom"; a **RED** card means, "Emergency assistance is needed."
- Faculty and staff and students will remain in **Lockdown** until given the "**All Clear**" by the Incident Commander or a law enforcement officer in uniform.
- If an intruder enters the classroom, use a pre-determined code to communicate when the office calls for a status check.
- If an intruder enters and begins shooting, tell the students, "GET OUT ANY WAY POSSIBLE!" Exit the building or run to another location that can be locked.

Recovery:

(Note: The campus is a crime scene and will require a thorough search and processing.)

- After the intruders have been subdued, the Incident Commander will announce an **Evacuation** and **Off-Campus Relocation** to an alternate site for family reunification.
- The IC will notify officials at the relocation site of the **Evacuation** and to activate **Family Reunification Protocols**.
- The IC will request bus transportation or alternate transportation to the relocation site.
- The IC will request the Administrative Office activate media and parent notification protocols and direct parents to go to the relocation site.
- Faculty will **Evacuate** the building using the designated exit routes and alternate routes to the assigned Assembly Areas, take attendance and move to the buses for transport.
- The IC will activate the Campus Crisis Response Team and notify area mental health agencies to provide counseling and mental health services at the relocation site.
- The IC will debrief the Campus Crisis Team.
- The Campus President in consultation with law enforcement officials will determine when the Campus can resume normal activities and communicate the information to parents and the public.

AED/CPR INSTRUCTIONS

Dial Ext. 200 or 911 from any Campus phone or 911 from a non-Campus phone:

If you suspect a head or spinal injury, DO NOT MOVE the victim unless there is an immediately life-threatening emergency.

Cardiopulmonary Resuscitation (CPR):

1. Assess the situation:

- Is the person conscious or unconscious?
- If the person appears unconscious, tap or shake his/her shoulder and ask loudly, "Are you OK?"
- If the person doesn't respond, dial Ext. 200 or 911 from any Campus phone or 911 from a non-Campus phone and then follow the steps below.

2. Locate an Automatic External Defibrillator (AED) if one is immediately available.

- Use the AED as you have been trained to do and as outlined on the device.

3. To perform CPR if you are trained:

- Position the person so you can check for signs of life by laying the person flat on their back on a firm surface and extending the neck.
- Open the person's mouth and airway by lifting the chin forward.

- Determine whether the person is breathing by simultaneously listening for breath sounds, feeling for air motion on your cheek and ear, and looking for chest motion.
- If the person is not breathing, pinch his or her nostrils closed, make a seal around the mouth and breathe into his or her mouth twice. Give one breath every five seconds – 12 breaths each minute – and completely refill your lungs after each breath.
- If there are no signs of life – no response, movement, or breathing – begin chest compressions. Place your hands over the lower part of the breastbone, keep your elbows straight and position your shoulders directly above your hands to make the best use of your weight.
- Push down 1½ to 2 inches at a rate of 80 to 100 times a minute. The pushing down and letting up phase of each cycle should be equal in duration. Don't jab down and relax. After 30 compressions, breathe into the person's mouth twice.
- After every four cycles of 30 compressions and two breaths, recheck for signs of life. Continue the rescue maneuvers as long as there are no signs of life.

AED LOCATIONS >>>
EMERGENCY NOTIFICATION LOCATIONS

AED/CPR INSTRUCTIONS

EMERGENCY NOTIFICATION LOCATIONS

AED Locations on Morton College Campus:

- E Building 1st Floor on the east side wall (Campus Coaches have 3 portable units located on floor office areas)
- C Building 1st Floor Police Department Squad Room # 119C
- C Building 1st Floor Cafeteria on the north/east wall
- A Building 1st Floor Theater Foyer area on south wall

EMERGENCY CALL BOX

- Exterior Locations**
- Student Parking Lot "A"
 - Employee Parking Lot "E" Front Area of Campus Gym
 - Campus U Drive Front Area of Campus Theater

- Interior Locations**
- Located at Each Stairwell and on All Floors

Campus Fire Alarms and Campus Fire Extinguishers are located throughout the campus and identified by appropriate signage.

FIRE

In the event a fire or smoke from a fire has been detected:

- Any staff discovering fire or smoke will signal the fire alarm and report the fire to the Campus Police Department, who will also notify the Campus President.
- The Incident Commander or designee will immediately initiate an **Evacuation** announcement, direct staff to call 911 to verify the fire alarm and notify the Fire Department.
- Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the Assembly Areas.
- No one may re-enter building(s) until entire building(s) is declared safe by the Fire Department.

Administration:

- Incident Commander or designee calls 911 to confirm the alarm is active, identify the Campus name and location, provide the exact location of the fire or smoke, state the building is being evacuated and identify the location of the Incident Command Post.
- The Campus Police Dispatcher will hand off the visitor sign-in log to a Campus Police Officer, who will transport it to the designated Incident Command Post.
- Office staff will obtain student roll from faculty and inform the Campus President/Incident Commander of any missing students.

- After consulting with Campus President, Fire Department and Law Enforcement Officials, the Incident Commander may direct an **Off-Site Evacuation** to predetermined relocation center if weather is inclement or building is damaged.
- Incident Commander notifies students and staff of termination of emergency, and instructs them to return to the building and resume normal operations.

Faculty and Staff:

- Take the class roster, the emergency Go Kit and lead students out of the building to the designated assembly area(s). Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Close the classroom door and turn out the lights upon exiting, confirming all students and personnel are out of the classroom.
- Take attendance at the assembly area after being evacuated. Hold up the **GREEN** status card to indicate all students are accounted for. Use the **RED** status card to indicate a student or staff is missing or you need immediate assistance.
- Be prepared to move students if an **Off-Campus Evacuation** is ordered.
- Keep your class together and wait for further instructions.

NUCLEAR POWER PLANT RADIOLOGICAL EVENT >>>

FIRE

NUCLEAR POWER PLANT RADIOLOGICAL EVENT

NUCLEAR POWER PLANT RADIOLOGICAL EVENT

Campuses within 10-mile radius listen for 3 to 5 minute steady siren blast. This signals public to tune their radios to an Emergency Alert Station (EAS). Campuses will be notified if radiological release requires protective actions. There are two basic protective actions: **Sheltering** and **Evacuation**.

Sheltering Notification:

- Bring all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put food in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Review **Shelter-in-Place Protocol**.

Evacuation Notification:

Administration:

- Incident Commander announces **Evacuation** alert to students and staff directing them to remain the classrooms until transportation arrives and a second notice is given to load the buses.
- Incident Commander contacts the transportation secretary and informs him/her that an **Evacuation** and **Off-Campus Relocation** has been ordered.

- Incident Commander or designee notifies the relocation center to activate the family reunification protocol.
- Activate the parent notification protocol and direct them to the relocation site.
- Order faculty and support staff to close all windows.
- Direct faculty and staff to turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Post **Evacuation** signs at the main entrances to the building.

Faculty/Staff:

- Return to assigned classroom and keep classes intact.
- Take student attendance.
- Explain **Evacuation/Off-Campus Relocation Procedures** to students.
- Instruct students to take belongings.
- Wait in classroom until Incident Commander or designee informs faculty and staff that buses have arrived.
- Take class roster, emergency Go Kit and move students to the bus staging area for loading.
- Take roll again after arriving at the relocation center.

Card 16 Front

THIS CARD IS CURRENTLY EMPTY

Card 16 Rear

ALL

CLEAR