



# EMERGENCY RESPONSE GUIDE

Call—(309) 672-4500 or 911 to Report Emergencies

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## Safety Mission

Provide campus safety to its employees, students, and visitors. Enforce rules and regulations and to investigate matters related to safety concerns.

### IMPORTANT PHONE NUMBERS:

#### **POLICE / FIRE / AMBULANCE 9-911**

When calling 9-911:

- Remain calm
- Stay on line with the dispatcher
- Follow all their instructions
- Provide the address of our campus (7600 N. Academic Drive)
- Provide a thorough description of the incident
- Do not hang up until they tell you to do so.

Emergencies can also be reported by activating any campus Emergency Telephone (Blue Light phone) located in the parking areas.

#### **AUTOMATED EXTERNAL DEFIBULATOR (AED)**

An AED is a portable electronic device that diagnosis and treats potentially life threatening cardiac irregular heartbeats in a patient by application of electrical therapy which stops the irregular heartbeats allowing the heart to reestablish an effective rhythm.

Methodist College has strategically positioned AEDs around our campus. There are six in the corridors and one in the fitness room.

#### **MEDICAL EMERGENCIES 9-911**

If an individual has a medical emergency while in our building, call 911 and have them go in the ambulance. **Do not take them in your car.**

**COLLEGE SECURITY (ROUTINE) (672)-4500**

**SUICIDE PREVENTION AND CRISIS INTERVENTION HOTLINE (673)-7373**

**(637)-8336**

**POISON CONTROL (672)-4950**

**WOMEN'S STRENGTH/RAPE CRISIS LINE (691)-4111**

**CENTER FOR PREVENTION OF ABUSE (691)-0551**

### MOTORIST ASSISTANCE:

The College Security is available to students, faculty and staff if get locked out of your car, car will not start, flat tire, and walking you to your car. Stop in to the Security Office or call 672 – 4500.

### METHODS OF EMERGENCY WARNINGS:

The President of Methodist College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, staff, faculty, and visitors on campus.

The validity of an existing emergency situation will be confirmed by reliable eyewitness reports from faculty, staff, or security.

Once the type of emergency and type of response required has been determined, local emergency response agencies will be contacted. Taking into account the safety of the community, a determination will be made as to the appropriate segment of the campus community to receive a notification and after determining the content of the notification to be broadcasted, Methodist College will, without delay, initiate the emergency notification system. An incident command center would be set up as appropriate based on the severity, projected length, media, etc.

Notification may be through:

- School Cast texting
- PA system
- All employee email
- All student email

All faculty, staff, and students are encouraged to sign up for emergency text messaging through School Cast.

**TIMELY WARNINGS:**

In the event that a situation arises that constitutes an on-going or continuing threat to the safety of the campus, a “Timely Warning” will be issued. Timely warnings may be through email, text message, PA system and the Methodist College website.

# **CODE RED – FIRE**

(To be used for a real fire and/or fire drill)

In the event that a fire alarm sounds, all persons are required under state law to exit the building immediately.

**If you discover a fire follow the R.A.C.E. procedure listed below.**

**R** RESCUE people from the fire scene.

- Stay calm, walk, never run.

**A** ALARM pull any alarm box located in the corridors.

**C** CONTAIN the fire.

- Close all doors.

**E** EXTINGUISH

- You must have two fire extinguishers.
- There shall be at least two persons present.

or EVACUATE

- Front – all meet at the flag pole.
- West – all meet on the grass past the fire hydrant.
- East – all meet on the grass past the East parking lot.

**Never return to the fire area until safe to do**

If you are on Fire:

**STOP - DROP and ROLL**

- **STOP** where you are, **DROP** to the floor and **ROLL** your body to smother the fire.

**Exits and Entrances to Outside:**

- All doors have a number on them. The front door is #1 and the doors increase in number going clockwise. The numbers on the outside are above the doors and on the lower section of the door inside. The numbers are low so you can see what door you are by if inside and need help.

Fire Extinguisher Operation:

**P – Pull** the pin

**A – Aim** the nozzle at the base of the fire

**S – Squeeze** the trigger and handle together

**S – Sweep** agent back and forth over fire



# **BIOTERRORISM**

## **“PLAN EAGLE”**

### **❖ If a suspicious substance is suspected or found do the following:**

- Keep away from substance.
- Secure the room or area.
- Wash hands.
- Notify Security at 672 – 4500.
- Security will secure scene and evacuate if necessary.
- Security will notify 911

### **❖ If an exposed person enters the College do the following:**

- Person shall be placed in a room isolated from other persons immediately.
- Wash hands after placing person in room.
- Security will contact Methodist Infection Control Nurse and Safety Officer to inform of incident and give name of agent or symptoms if possible.
- If agent is indicated by assessment, our college would lock down.
- Security will call and notify the Fire Department and Police.

## **WEATHER CONDITIONS**

Weather conditions often develop which require Methodist College to consider the status of operations. These considerations involve the weather forecast and status of snow removal. In circumstances involving snow or ice, the President of the College will determine if need to postpone or cancel classes.

When weather conditions are so extreme that the President of the College decides it is necessary to postpone or cancel any college classes/activities, you will be notified by text through “School Cast”.

It is the responsibility of all faculty, staff and students to make their own decisions and judgements concerning travel conditions and the danger coming to work or to attend classes under conditions which they personally believe to be unsafe.

## **CIVIL DISTURBANCE**

Civil disturbance includes riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

In the event of a civil disturbance:

- Call Security at 672-4500 if the disturbance escalates into a situation that poses imminent threat to health, life or safety.
- Security will contact the Peoria Police.
- Do not interfere, interrupt or become involved in the disturbance.
- Secure your work area, log off computers, and secure sensitive files, if appropriate and safe to do so.
- If disturbance is outside, stay away from doors and windows. Remain inside.
- If the disturbance is inside, evacuate or shelter-in-place, as necessary.

# **TORNADO WATCH/WARNING PROCEDURE**

**Tornado Watch:** A tornado WATCH is announced when conditions are favorable for severe weather to develop, a severe thunderstorm or tornado WATCH is issued by the National Weather Service in Lincoln, Illinois. Local radio and/or television stations will issue the watch notification for specific central Illinois counties. The internal notification of a watch should be implemented when Peoria County and/or any surrounding counties are designated as “watch areas”.

**Tornado Warning:** A tornado WARNING is announced by the National Weather Service when a tornado has been sighted or indicated by weather radar for Peoria County and/or any surrounding counties. Tornadoes travel at an average of 30 miles per hour and usually move from the Southwest to the Northeast, but their direction of travel can be erratic and may change suddenly. Most tornadoes occur during the mid-afternoon or early evening (3:00 p.m.-7:00 p.m.), but can originate at any time with little advance warning from the Peoria Weather Bureau.

If a tornado warning is announced, everyone should be prepared to take the appropriate steps listed below.

**Alert notification will be made by Security.** The PA system is located on the phones in classrooms, offices and corridors.

## **Tornado WARNING response:**

- Take immediate action.
- Common sense should prevail.
- Quickly move to the primary and secondary shelter locations as shown on map.
- Sit flat on the floor and put hands over head if a tornado hits.
- Security will continue to monitor weather developments through phone, television or weather radio.

**ALL CLEAR – Everyone should maintain all safety precautions and remain in the refuge area until the all clear announcement is made.**



METHODIST COLLEGE STUDENT HOUSING COMPLEX

# Tornado Shelter Map

**Primary Shelter Location**

**Secondary Shelter Location**



METHODIST COLLEGE CAMPUS MAP



## **EVACUATION PROCEDURE**

Call 672-4500 and evacuate campus building in cases of:

- Chemical spills, hazardous odors, or fumes
- Explosion
- Major gas leak
- Structural damage or collapse

Know your building evacuation plan. Plans are posted in the corridors.

Leave the building immediately by the nearest safe exit when an alarm goes off, PA system notifies, or if you are instructed to do so by a college representative.

As you are leaving:

- Notify others who may not have heard
- Secure hazardous operations
- Take important personal items such as coats and keys
- Close doors
- Walk quickly, but do not run, to the nearest safe exit
- Faculty and staff should ensure no one remains near doorways, blocks sidewalks, or areas emergency personnel may access.

As soon as you have evacuated:

- Report any missing or trapped persons to Methodist College security and emergency personnel
- Move away from building
- Do not reenter building until someone in authority gives the “all clear signal”

If you are required to leave the building immediately but are unable to because of a physical disability, injury, or obstruction:

- Follow the emergency evacuation plan or go to the nearest area where there are no hazards
- Dial 672-4500 to notify security of your situation and location

# **EARTHQUAKE**

An earthquake is defined as a trembling or sudden movement of the earth crust.

Though earthquakes are not a high risk in the area, they are possible.

If you are inside a building and feel it shaking or swaying:

- **“DON’T PANIC” – “STAY CALM”**
- Duck or drop to the floor
- Do not use elevators
- Cover yourself under a piece of heavy furniture or a stairwell, or in a doorway (beware of the door swinging back and forth). If that is not possible, position yourself against an interior wall, protecting your head and neck with your arms.
- Keep away from appliances, windows, and heavy hanging objects
- Hold on securely and stay in your protected position until shaking stops
- Evacuate the building as soon as shaking stops
- Stay away from glass, windows, shelves, outdoor walls

**If you are outside when you feel shaking:**

- Move to an open area away from trees, signs, buildings, and electrical wires and poles.
- If you cannot get to an open area, take shelter in a doorway to protect yourself from falling debris.

**If you are driving when you feel shaking:**

- Stop at the side of the road, away from hazards such as overpasses and power lines and poles.
- Resume driving cautiously if it seems safe. Avoid bridges and ramps that may have been structured damaged.

**After the shaking has stopped:**

- A. If safe to do so, help those who are injured or in need of special assistance.
- Anticipate aftershocks, and plan where you will take cover.
- Remain calm.
- Check for fire. Take appropriate actions and precautions.
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source.
- If you smell gas, open windows and leave the building immediately.
- Contact Security at 672-4500.

# **HAZARDOUS MATERIAL SAFETY / EXPOSURES**

All hazardous material spills on campus must be reported to security immediately.

A minor hazardous material emergency exists when all of these conditions exist:

- Responsible party is at the scene
- Material spilled is known
- Material spilled is not highly toxic
- Quantity spilled is small
- Is no fire hazard present
- Spill is completely contained in the building
- Material has little or no potential to reach the environment

## **Minor Hazardous Material Emergency**

Minor indoor spills of hazardous materials that present no immediate threat to personal health or safety, or of being released into the environment, are to be cleaned up by the person responsible for the spill unless they are not comfortable doing so. Hazardous material users must be aware of the properties of the materials they use and waste they generate.

## **Employee Responsibility**

All employees working in areas where hazardous materials are used or stored are responsible for knowing proper procedures to deal with spills and the requirement that large spills (more than one gallon of liquid or one pound of solid) must be immediately reported to security at 672-4500.

## **Chemical Approval Process**

In order to purchase a new chemical, you will complete a Hazardous Materials Approval Form. Send the form to Chief Operating Officer for processing through UnityPoint Methodist.

## **Safety Data Sheets**

Icon named "MSDS Online" located on the MC intranet is used to access the electronic version of all safety sheets within the college.



# **BOMB THREAT/SUSPICIOUS PACKAGE**

A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injury, whether or not such a device actually exists.

## **If a bomb threat is received:**

- Record the number displayed if they have caller ID.
- Ask them questions
  - Where is the bomb?
  - What time will the bomb explode?
  - Why was the bomb put there?
  - Where are you calling from?

## **Note the responses the caller gives you.**

### **Listen to distinguishing:**

- Background noises such as music, voices, or other sounds, and note if the caller indicates any knowledge of the hospital by description of locations or comments made.
- Voice characteristics and try to determine the sex, age, race, and mental condition of the caller.

## **As soon as possible:**

- Call Security.
- Write down the exact comments and statements the caller made.

## **If there is a need to search your area:**

- Security may have you assist them in looking for any out-of-place package, bag, box, or container.
- If a package looks suspicious, do not touch, unwrap, or try to move any package or item. Leave it alone, contact Security immediately.
- If there is a need to evacuate your area, follow the evacuation plan and departmental evacuation plan.

## **If you receive a threat by e-mail or fax:**

- Do not delete e-mail.
- Do not throw away fax.
- Contact Security immediately.
- Do not spread the information throughout the area.

# **CODE SILVER**

## **ACTIVE SHOOTER/ACTIVE THREATS**

An active threat is defined as any incident which by its delicate nature creates an immediate threat or presents an imminent danger to the campus community.

### **Report to Security immediately: Call 672 – 4500, and “911” if;**

- You observe someone displaying or concealing a weapon.
- A situation needs an immediate intervention from a Security Officer.
- There is a situation that could potentially result in violence.

### **If an individual comes into the building and displays a weapon or makes threats, employees should;**

**Run:** If there is a clear and safe route.

**Hide:** Secure your location (nearest) and close/lock doors. Turn off lights, silence cell phone ringers, move away from windows, and remain quiet.

**Fight:** If your only option is to defend yourself, fight as if your life depends on it. Act fast, attempt to incapacitate the shooter, act with aggression, improvise weapons, and commit to action.

No matter what the circumstances, if you decided to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly, keep your hands visible and follow the instructions of any Campus Security Officers and the Police you may encounter. Do not attempt to remove injured people; instead leave wounded victims where they are and notify authorities of their location as soon as possible.

### **Upon the Security Officer’s or Peoria Police arrival, provide the following information:**

- Location of the person with the weapon.
- Kind of weapon.
- Location of weapon if not in person’s possession.
- Whether or not another person is being threatened.
- The mental and emotional condition of the suspect involved.

**Do not open the door until an all clear given by Security or the police or “School Cast” is stating threat is over.**

# HOSTAGE

The following is the role of Key Personnel in a Hostage Situation:

## **Employee Taken Hostage**

- \*Do everything the captor says to do
- \*Speak *only* when spoken to. *Never* make wisecracks.
- \*Keep eye contact with the captor(s) but don't stare. **Don't** turn away from the captor unless so ordered. Captors are less likely to harm hostage at whom they are looking.
- \*Try not to show your emotions. Captors play on emotional weaknesses.
- \*Act relaxed. This may relax the captor(s).
- \*Sit, if possible, to avoid appearing aggressive.
- \*Tell the captor(s) your first name. This will make you a person, not an object. Try to learn the name(s) of the captor(s).
- \*Try to become "friendly" to your captor(s). Psychologically, it is much harder for a captor to harm a hostage they know or like.
- \*Get rid of personal effects—photos of your spouse and your keys—if possible.
- \*Don't make suggestions to the captor(s). If your suggestions go wrong, the captor may think that you tried to create problems.
- \*Be especially careful during the first five minutes. These are the most critical minutes because captors are as desperate and jumpy as hostages.
- \*Be patient. Have faith in fellow workers and trained hostage negotiators.
- \*Carefully weigh any chance to escape. Be sure escape is certain and won't endanger anyone else.

## **The first Employee to Identify a Hostage Situation**

- \* Secure the immediate area. If possible, evacuate all non-participants.
- \* Secure the door, if appropriate, so as to isolate the incident.
- \* Immediately report the hostage situation by dialing 9-911 (external) and 3333 (internally).
- \* Security will immediately notify the President of the College or designee and they should
- \* Gather information and if necessary, activate the command center.
- \* Insure steps were taken to move individuals and secure area.
- \* Brief command center people and make assignments.
- \* Communicate information as appropriate to employees and students (example: email, D2L, school cast).
- \* Carefully observe the situation so you can report fully on the:
  1. Number of hostages.
  2. Type of disturbance.
  3. Number of captors.
  4. Type and number of weapons possibly in the possession of the captor(s)
- \* Make specific notes of any threats or demands. Use the words of the captor(s). Don't paraphrase.
- \* Don't speak to media.

Note: The President or designee will handle all media communications.

## Negotiations

Trained hostage negotiators for the Peoria Police Department or other law enforcement agencies should handle all negotiations with the captors. If MC must begin negotiations before the trained negotiator arrives, adhere to the following:

- Use a staff member—not an administrator or supervisor—to conduct the negotiations. This will allow the use of delaying tactics such as, “I’ll ask,” or “I’ll seek clarification.”
- Answer all demands with “I’ll do my best.”
- Never answer a demand with “No”.
- Never give drugs to any participant in a hostage situation.
- Make every effort to resolve the situation peacefully. As a primary strategy, assaults do not work. Negotiation does. Be cautious. Time is on your side. More hostages die as a result of assaults than as a direct result of killing by captors.

# **INTERRUPTIONS IN UTILITY SERVICE**

**IF YOU EXPERIENCE AN INTERRUPTION IN UTILITY SERVICE CALL MAINTENANCE AT 671 – 2564.**

## **Electrical Service:**

Report all defective equipment.

## **Water:**

In the event of a loss of domestic water:

- Ensure all faucets are turned off.
- Refrain from flushing toilets.
- Use waterless hand washing products.

## **Plumbing:**

Under flooding conditions, ensure employees, students, and visitors are safe.

Remove electrical equipment from the affected area and post signs.

Refrain from flushing toilets until instructed.

## **Communications:**

Telephone – call IT at 672 – 5960.

Data - inform Information Services at 672 – 5960.

## **Heating, ventilation, and air conditioning:**

If unusual or irregular environmental conditions exist, call Maintenance at 671 – 2564.



# **BLOOD BORNE PATHOGEN EXPOSURES / NEEDLE STICKS**

If you find a needle on the floor, table or chair – **DO NOT RECAP** - Dispose of in sharp box.

If you are stuck by a needle regardless of clean or dirty, you will immediately notify the instructor or Chief Operating Officer to ensure the appropriate forms are completed and timely follow up occurs.

If you are stuck by a dirty needle you will report to the hospital emergency room within two hours of the incident (hospital protocol).

When exposure occurs there should be no delay in getting treatment --- eyes need to be flushed, wounds cleaned immediately.

Safe disposal of all needles is a priority. Containers are provided in the Simulation Center and Clinical Practice Center.

## **ANIMAL INCIDENTS**

Any direct physical contact with an unknown animal, especially if it results in a bite or scratch, could have serious consequences. Such contact should be reported to Methodist Security at 672-4500 immediately. Only trained animal technicians should handle animals.

Any animal that is wandering loose on campus should be reported to Security at 672-4500. If a wild animal such as a bat or a raccoon is inside the building, try to safely isolate it in a room by closing doors behind it and keeping people away.

### **Venomous Animals**

In the case of a bite or other injury caused by a venomous animal (i.e. spider) or an allergic reaction to an insect or other animal, call 911 immediately for emergency medical assistance and Methodist Security at 672-4500.

- Be prepared to give your name, location, and if possible the species or type of animal involved.
- Try to remove victim and yourself from danger, tell others to vacate the area.
- Help the victim immobilize the bite area and make victim comfortable until medical assistance arrives.

## **REPORTING A CRIME**

To report a crime or criminal behavior in progress on campus, call Security at 672-4500 or 911.

Do not approach or attempt to apprehend the persons involved. Take actions necessary for self-defense. If you are safe, stay where you are until the police and/or Security arrive. Otherwise, try to move to a safe location. Provide as much information as you can, including:

- Type of crime.
- Location of crime or criminal behavior.
- Description of person(s) (height, weight, sex, clothing).
- Vehicle description.
- Direction of travel.
- Weapons involved.

To report non-emergency police related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, call Security at 672-4500.

## **SAFETY RECOMMENDATIONS**

- Do not loan your keys or name badge to anyone. If you lose your name badge, stop at Security to notify of it being lost and to place an order to replace it.
- Do not advertise valuables that maybe in your vehicle.
- Report all thefts (i.e. valuables, cash, checks, credit cards, etc) immediately to Security.
- Report any exit or entrance outside door that do not lock or latch to Security.
- Be alert to unknown persons in the building or hanging around outside the building.
- No one is allowed to solicit on college property.
- Avoid walking alone at night.
- Be conscious of your surroundings.
- Carry a whistle or some type of an alarm to use if approached.
- Keep your vehicle doors locked.
- Keep valuables in your trunk. Do not keep them in plain site of the windows.
- Be alert to persons loitering.
- Have your keys ready before you get to your vehicle.
- Always look into your vehicle before you get in.
- If someone is following you while you are driving, go to the nearest open business and call the police.
- Lock your car doors even if you will be gone for only a few minutes.

### **Annual Safety Report:**

Methodist College is required to publish and distribute an annual report of campus crime statistics and security policies to all students, faculty, staff and prospective students and employees. In accordance with the Campus Security Act, security complies, evaluates and publishes the Annual Safety Report. You are encouraged to review it on the internet and intranet.

**Left Blank Intentionally**



## Receipt and Acknowledgment Form

### Methodist College

I acknowledge that I have received a copy of the Methodist College **Emergency Response Guide**. I will read this guidebook and I will contact my Director/Dean or Human Resource Services if I have any questions. By my signature below I acknowledge my responsibility and agreement to understand the policies and my responsibilities.

I recognize that this handbook is subject to change and can be revised or revoked by the college at any time and from time to time. I acknowledge that the college may establish new guidelines and revise or revoke its then existing guidelines. I understand this guidebook takes the place of any and all prior guidebooks. I also understand that the most current revision of the MC Emergency Response Guide is available on the intranet and that I am responsible for checking for any updates and complying with the current version of the MC Emergency Response Guide.

Failure to follow the guidelines, among other things, may result in corrective action up to and including termination.

Please sign and detach and return this form to Human Resource Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Methodist College