



Emergency Procedures

for Life Threatening Emergencies

Dial

911

Give the following information:

- **Your name**
- **The nature of the emergency – injury, fire, etc.**
- **The location:** Harper College
1200 West Algonquin Road, Palatine
Building, floor and room number

Do not hang up until told to do so. Additional information may be needed.

If you are unsure about the seriousness of the situation, do not hesitate to call for emergency assistance.

If you have questions about these procedures or about how to respond to emergency situations, call:

Harper Police: 6330 from campus phone
847.925.6330 from cell
847.397.8551 TTY

introduction

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

Harper College has established emergency procedures for you to follow so that the effects of these emergencies can be minimized.

Your safety is of primary importance.

The purpose of this publication is to acquaint you with an effective plan for handling possible emergencies and disasters. Once you are familiar with this information, you will be able to protect yourself and perhaps save someone else's life.

The more you are prepared, the better you will respond to an emergency situation. No matter what the crisis: **Think before you act;** then act swiftly to minimize your exposure to danger.

Read this guide thoroughly before an emergency occurs.

Preparedness starts with you.

life threatening injuries

Use the following symptom/situation guidelines and your personal experience to determine a life threatening emergency and when to call for emergency assistance:

- Persistent or sudden chest pain
- Breathing emergencies
- Uncontrolled bleeding
- Severe altered level of consciousness
- Injuries from falling, severe head injuries, severe burns, etc.

Immediately dial 911.

Time is of the utmost importance.

For all types of injuries:

- Keep the injured person as comfortable as possible until emergency help arrives.
- Do not move the person any more than is necessary for his/her safety.
- Never administer liquids to an unconscious person.
- Do not remove objects that may be embedded in the person's skin.

For Employees: Have someone notify the employee's supervisor of the incident. If the incident was due to a work related event, the supervisor should complete an [Employee Incident Report](#) and send it to [Human Resources](#) and [Environmental Health and Safety](#).

For Students: Emergency personnel will notify the student's desired contacts. If the incident was due to a classroom related event, the instructor should complete a [Student Incident Report](#) and send it to Environmental Health and Safety.

LIFE THREATENING INJURIES

non-life threatening injuries/first aid

Types of injuries may include:

- Twisted ankle, wrist and/or back pain (musculoskeletal issues)
- Cut that requires medical attention and/or possibly stitches
- Debris, dust and/or chemicals in eye (use eyewash first, if available)

Employees and/or student should be **escorted to:**

Health Services

Student Center, A 364: x6599 from campus phone
847.925.6599 from cell

Monday–Thursday 8 a.m.–7 p.m. and Friday 8 a.m.–4:30 p.m.

If possible, call [HPS](#) in advance to ensure personnel are able to assist with the injury.

After Hours

Employees should notify their supervisor of the incident. The supervisor or a designated representative should take the injured employee to:

St. Alexius Medical Center, 1555 N. Barrington Road. If the incident was due to a work-related event, the supervisor should complete an [Employee Incident Report](#) and send it to [Human Resources](#) and [Environmental Health and Safety](#).

Students should notify their instructor and consult their own physician for treatment. If the incident was due to a classroom related event, the instructor should complete a [Student Incident Report](#) and send it to [Environmental Health and Safety](#).

Blood or Bodily Fluids

If assisting an injured person before help arrives, always wear disposable gloves and wash hands thoroughly with soap and water after removing the gloves. Call Physical Plant (x6350 from campus phone, 847.925.6350 from cell) for the clean up. Do not attempt to clean up these materials. Proper procedures must be followed.

fire emergencies

If there is a fire, explosion, or smoke in a building, remember RACE!

- **R**emove anyone from immediate danger
- **A**ctivate the fire alarm system by pulling the nearest fire alarm, then call 911 from a safe location
- **C**ontain the fire by closing doors
- **E**vacuate the building. Follow your evacuation plan. Stay close to the floor and never use the elevator

If you are trapped in a room:

- Put a wet towel at the base of the door
- Call 911 and tell them your location
- Do not break any windows; this will send glass down on emergency responders
- Wave something in the window to get attention

If your clothing is on fire, STOP, DROP and ROLL or use a safety shower if one is nearby.

You may attempt to extinguish the fire with a fire extinguisher if ALL of the following are present:

- You have been trained in the use of fire extinguishers
- The fire alarm has been activated and the building is evacuating
- The fire is small (waste basket size) and contained
- You have the correct type of extinguisher
- Your exit is clear and you can fight the fire with your back to the door

bomb threats

Take any bomb threat seriously, and report it immediately to Harper Police at x6330 from campus phone, 847.925.6330 from cell. Harper Police will determine what actions are appropriate to take.

A written bomb threat:

- Do not handle it any more than necessary
- Call Harper Police at x6330 from campus phone, 847.925.6330 from cell

A telephone bomb threat:

- Note the exact time of the call
- Attempt to write down the exact words of the caller
- Ask him/her to repeat the information
- Get as much information as possible by asking:
 - Where is it located?
 - What kind of bomb is it?
 - What does it look like?
 - When is the bomb set to explode?
 - How do you deactivate it?

If possible, signal another person and write a note explaining the call is a bomb threat. The other person can then alert Harper Police at x6330 from campus phone, 847.925.6330 from cell.

Give all the information you obtain to Harper Police when you call.

severe weather

Harper Police are prepared to keep a watchful eye on weather conditions and will warn the Harper community.

Two types of conditions are monitored and may be announced:

- **Severe Weather Warning:** is when severe weather is imminent for the area that includes Harper College. You should be alert to changing conditions that may include a tornado warning.
- **Tornado Warning:** is when a funnel cloud or tornado has been sighted or the National Weather Service has reported a tornado in the area near, or approaching the area that includes Harper College. You should proceed to a place of safety immediately.

Before...

- Determine an appropriate tornado shelter location prior to an emergency. There are some designated shelter areas posted throughout campus with yellow "Tornado Shelter" signs. Generally these areas are first floor interior hallways (without windows) and rest rooms, however classrooms and offices on the first floor that do not have windows are also good shelter areas. Designated shelter areas are posted on Emergency Maps in buildings throughout the campus.
- Below ground level is the best shelter, however only building A and Z have limited shelter space that can be used.
- Avoid traveling past or taking shelter in spaces with windows
- Avoid windows, doors and outside walls
- Go to the center of the room
- Avoid areas with wide-span roofs, such as auditoriums and M building gymnasium
- If you are **outside**, you should immediately seek shelter inside the nearest building. Do not travel outside to get to another building.
- Persons with mobility disabilities should move to an area on the floor in which they are on without windows.

During...

- Stay in the shelter area until the ALL CLEAR has been given

After...

- Check for injured persons. Render first aid if necessary
- Do not move severely injured people unless absolutely necessary
- If ALL CLEAR was issued – exit damaged buildings
- Do not re-enter damaged buildings
- Use the telephone and cell phone only for emergency calls

SEVERE WEATHER

campus closing

If it becomes necessary to close the College or limit services due to severe weather conditions or an emergency, there are two levels of closings:

Classes Canceled:

All classes are canceled. Students and faculty are not required to come to campus. All other Harper employees should report to work.

Campus Closed:

All classes are canceled. Students, faculty and employees are not required to come to campus except Physical Plant employees and Harper Police.

Due to the changes in weather conditions there will be closing decisions made throughout the day.

- Morning classes will be announced by 6 a.m.
- Afternoon classes will be announced by 10 a.m.
- Evening classes will be announced by 3 p.m.

Closing information may be obtained through the following:

- Harper Emergency Alert system
- Harper College website (harpercollege.edu)
- General phone number: 847.925.6000
- Radio Stations WBBM-AM 780 and WGN-AM 720
- Marquee on Algonquin Road
- Harper College's cable TV stations

acts of personal violence

Violence on campus can have many sources. It may be a current or former disgruntled employee or student. It may be an angry spouse or relative of an employee or student. It also may be someone without any relationship to the victim. The violence may be an act such as robbery, terrorism, hate crime, sexual assault, rebellion against authority or to gain public attention. The following guidelines are designed to reduce the likelihood of violence and provide information for all members of the community to use as methods of prevention and intervention of violence.

Emergency Procedures:

- Call 911
- Get out of the area and away from the immediate threat
- Call Harper Police, x6330 from campus phone, 847.925.6330 from cell, immediately after you are in a safe place

Violence Committed:

- Call Harper Police, x6330 from campus phone, 847.925.6330 from cell, immediately if a person commits an act of violence against you or another person

Intimidating Situation:

- Call Harper Police, x6330 from campus phone, 847.925.6330 from cell, if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (e.g., oral or written statements, gestures, expressions)

Non-emergency Resources:

If you are not in immediate physical danger, but you have experienced concerning behaviors (also see separate sexual harassment policy and procedures) :

- Employees should report the incident to their supervisor
Students should report the incident to their instructor or Dean
- Employees can also contact the Employee Relations Manager in Human Resources
- Students or guests can also contact Health and Psychological Services
- For a threat assessment, complete an online referral to [Harper Early Alert Team \(HEAT\)](#) on the portal or website

active shooter

When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life. Remember that students and guests are likely to follow the lead of employees and managers during an active shooter situation.

1. Run

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Fight

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

earthquakes

While the southern part of Illinois is at greater risk from two major seismic zones, earthquakes and their effects can occur without warning in our area, making damage and injuries possible.

If you feel the ground and/or building shaking or swaying:

- **Drop** to the ground.
- **Cover** yourself under a sturdy desk or table, protecting your body as much as possible, especially your head and neck. Stay away from windows. Move to an inside corner or interior wall if possible. Maintain a crawling position to protect your vital organs, and be ready to move if necessary.
- **Hold on** to your shelter and be prepared to move with it until the shaking stops.

Do not move to another location or outside: You are more likely to be injured if you try to move around during strong shaking, and an initial jolt may be the start of a larger one. Always **Drop, Cover,** and **Hold On** immediately!

If you are in a wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a book or whatever is available.

If you are outdoors: Move to a clear area if safe to do so, avoiding power lines, trees, signs, buildings, vehicles and other hazards.

When the shaking stops and it is safe, move slowly and carefully as there may still be aftershocks and falling debris, or broken glass and fallen items blocking your exit.

utilities failure

Examples of utility failure that may occur are electrical failure, plumbing failure/flooding, natural gas leak, steam line break, ventilation problems and/or elevator failure.

In the event of a utility failure, immediately notify Physical Plant at x6350 from campus phone, 847.925.6350 from cell. For emergency needs after hours, call Harper Police at x6330 from campus phone, 847.925.6330 from cell.

If there is a potential danger to building occupants:

- Notify Harper Police at x6330 from campus phone, 847.925.6330 from cell
- In a situation where a building needs to be evacuated, please proceed with your evacuation plan
- Stay at your designated evacuation meeting location until Harper Police or the Palatine Fire Department, or a designated representative has given the “all clear” to re-enter the building
- Turn off equipment, machines and computers
- Do not use elevators
- Assist persons with mobility disabilities, as needed

evacuation of persons with disabilities

Assisting Persons with Disabilities

In cases of emergencies, individuals with mobility disabilities or sensory impairments (hearing or vision) may need assistance or guidance with evacuating a building. **Do Not Use Elevators** if there is a fire or situations that could affect electricity/power.

To Assist Visually-Impaired Persons

1. Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with the area. Tell the person what you need to do to evacuate.
2. Guide the student (or provide someone to do so). Students will take the guide's arm below the elbow and will follow. Move slowly and keep a steady pace.
3. Tell the student where you are as you walk, i.e. going down stairs, stepping up on a curb.
4. Advise of any obstacles in the path.
5. When you have reached safety:
 - a. Orient the person to where he or she is; will you stay or someone else?
 - b. Ask if any further assistance is needed before leaving.

To Assist Deaf/Hard of Hearing Persons

1. If you must get a person's attention:
 - a. Flash room lights - Wave your arms - Tap person's shoulder
2. Gesture about what is happening and what to do, i.e. follow me.
3. Write on board or paper:
 - a. Nature of emergency
 - b. Evacuation route

To Assist Persons with Mobility Disabilities

1. Always ask the person first if they have medical/health needs, advice or requirements regarding how to assist them.
2. Persons using canes, crutches or walkers should evacuate themselves. However, in the event that a rapid evacuation is deemed essential, follow the evacuation procedure for persons using wheelchairs.
3. Persons using wheelchairs should use horizontal evacuation (move into another building) or move to an Area of Rescue Assistance (see locations below).
4. Someone should stay with the person with mobility disabilities in the Area of Rescue Assistance and use the Emergency Call Box to contact Harper Police, or call them at 847.925.6330 (or 6330 from a campus phone) or send someone to tell emergency personnel or the Evacuation Leader of your precise location.
5. If no one else is available to send word that there is a person in the Area of Rescue Assistance, and if there is no way of communication, proceed to the evacuation assembly point yourself to inform emergency personnel, Harper Police or Evacuation Leader (green vest) of the precise location where you left the person you were aiding. Someone should return immediately to assist the waiting person.
6. Do not attempt to carry anyone down the stairs unless the person is in immediate danger (smoke or flames in the Area of Rescue Assistance) and cannot wait for response by the Fire Department.
7. The Area of Rescue Locations and this evacuation plan for persons with mobility disabilities is part of the Palatine Fire Department's Emergency Response Plan for the College.

Area of Rescue Assistance Locations

- A-3rd floor southeast stair landing (A371)
- D-2nd floor west stair landing (D201a) and 2nd floor stair landing (D285)
- F-3rd floor northwest stair landing (F308)
- H-2nd floor west stair landing (H206)
- I/J-2nd floor landing (stair that joins I & J) (I126)
- L-3rd floor north stair landing (L305) and 3rd floor south stair landing (L335)
- P-2nd floor west stair landing (P216)
- W-3rd floor south stair landing (next to W353)
- X- 2nd floor north stair (X290)
- Y-2nd floor south stair (Y290)
- Z- 2nd floor west stair (Z290)
- Z-3rd floor west stair (Z390)
- LCC-2nd floor SW stair (206)

evacuation plan

Evacuation of the building is REQUIRED when the building's alarm system sounds or when instructed to do so by Harper Police.

Building Evacuation

- Determine in advance the nearest exit to your work area and the route you will follow. Establish an alternate route in the event your first route is blocked or unsafe to use
- Assist those in need
- In case of fire, do not use the elevator
- Once outside, proceed to designated meeting location and remain there until everyone is present and Harper Police, the Palatine Fire Department, or a designated representative (see below) has given the "all clear" to re-enter the building
- If a meeting location has not been designated, go to the nearest parking lot or at least 50 feet from the building

Campus Evacuation

- If a situation requires a part of or the entire campus to be evacuated, Harper Police will direct faculty, staff, students and visitors to safety

evacuation personnel

Department/Area

Building, Floor, Meeting Location

Evacuation Leader Ext.

Alternate Leader Ext.

Searcher 1 Ext.

Searcher 1 Alternate Ext.

Searcher 2 Ext.

Searcher 2 Alternate Ext.

Stairwell Monitor Ext.

Stairwell Monitor Alternate Ext.

Elevator Monitor Ext.

Elevator Monitor Alternate Ext.

Disabilities Aide Ext.

Disabilities Aide Alternate Ext.