



Triton College

**Emergency
Response
Guide**

Emergency Situations, General

No plan can anticipate every event and circumstances will dictate appropriate responses to as of yet unknown events, however, certain behaviors will be beneficial in most situations.

- A. Remain calm.
- B. Render aid to anyone injured within the limits of your abilities.
- C. Assist responding agencies by sharing your knowledge of events and by following their directions for your safety.
- D. Remember communication. The Police Department serves as a center for coordinating information and services should any type of emergency response be required. This includes contacts with local, state, and federal law enforcement officials, with fire and medical services, and emergency management agencies.

One can reach the Triton Police Department at Ext. 3206, 3207, 3208, or at 708/456-6911 (direct line) or Emergency House Phone, dial 11 or dial **911** on any phone.

Bomb Threats / Found Devices

NOTE : Do not use two way radios or cell phones within 500ft of a suspected package or device

- A. Any Triton College student or employee receiving notification of a bomb threat or the discovery of any suspected explosive or incendiary device shall immediately contact the Triton Police Department at Ext. 3206, 3207, 3208, or at 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.

Upon receiving such notification by telephone, the person receiving the call shall make every effort to obtain the following information:

1. Exact location of the device or package & time of detonation
 2. Description of the device & location. (What is it in or how is it concealed)
 3. Name of caller and/or organization affiliation & their location.
 4. Reason bomb was placed on campus
 5. Phone number of telephone from which call was received on.
 6. Any other information as description of caller and/or his/her location (speech, background noises, exact language used, special identifying characteristics, sex, race, age, etc.).
- B. Upon making notification to the police department, each student or employee shall also report the identity of any persons who may have overheard the call, whether or not the call was recorded and other information as directed by the police official. **Bomb threat calls should not be discussed with any other personnel.**

(If the bomb threat is left on voice mail, save the call and contact police. Do not share the call with other employees or students until the police arrive.)

- C. Triton College PD will conduct a detailed search and investigation. **Do not self initiate any investigation**
- D. Evacuation decision will be made by the Triton College PD, If ordered to evacuate please use stairs only (Not elevators), and notify emergency personnel of persons with disabilities who are in the building and need help to evacuate.
- E. Follow all directions from the Triton College PD, if ordered to evacuate ensure to move at least 150 yards from the building.
- F. Triton College PD will advise all personnel on what further direction to do and when clear to return to the building.

Fire Emergencies

1. **Pull fire alarm.** Evacuate and close doors as you go without locking them.
2. **Evacuate building using the most direct route and nearest exit.**
3. **Do not use elevators.**
4. Once outside, move to a clear area at least 150 yards away from the affected building. Keep the walkways clear for emergency vehicles. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the UIS POLICE DEPARTMENT.
5. Each instructor shall make an accurate check of all students under their responsibility.
6. **NOTIFY EMERGENCY PERSONNEL OF PERSONS WITH DISABILITIES WHO ARE IN THE BUILDING AND NEED HELP TO EVACUATE.**
7. Notify Triton College Police Department (TCPD) concerning any special circumstances such as failure of the staff to evacuate persons with disabilities. This information will be forwarded to the Fire Department.
8. Should you become trapped in the building, dial **911**, if possible, to inform TCPD of your location. If a window is available, attempt to attract the attention of TCPD or emergency response personnel.

When Evacuation is Complete

1. The class or work group shall remain in a tight group until further orders are received.
2. When the building is ready for occupancy, the police or fire department will give the re-entry order.

Gas Leak

Any employee who suspects, or verifies, that gas is leaking into an area on campus shall immediately contact the Triton College Police Department at Ext 3206, 3207, 3208, via house phone by dialing "11" or via Direct line at 456-6911 **AND** evacuate the area.

Hazardous & Radioactive Materials

In the event of an incident involving hazardous materials, the following procedures should be followed:

1. The Triton College Police Department (TCPD) shall be contacted @ Ext. 3206, 3207, 3208, by direct line 708-456-6911, by TDD line 708-452-8115, by an emergency House Phone located on the interior (Dial 11) and exterior of buildings, or dial 911. (*24 hours a day/ 7 days a week)
2. Isolate the affected area after notifying the police department
3. Isolate and confine all exposed and contaminated people to a safe area.
4. All exposed person(s) should remain together, but may move to an area of safety as a group.
5. Do not remove any items from a contaminated area
6. If not exposed, remain at least 500 yards from the area to avoid exposure.
7. Do not eat, drink, or smoke in the area. Do not use food or drinking water that may have been in contact with the material from the incident.
8. Provide police or fire personnel with information about the incident or the circumstances before, during, and after exposure. Assist police in their investigation and serve as a witness if requested to do so.
9. Be prepared to surrender personal items, including clothing, until same can be decontaminated.
10. **DO NOT COLLECT SOUVENIRS**

Medical Assistance and First Aid

The following guidelines shall govern the actions of Triton College employees or students requesting medical assistance for themselves or others in need.

A. In the event that a student, visitor, or employee injures himself/herself or falls ill, the student or employee shall make every effort to assist that person in the following ways:

1. The Triton College Police Department (TCPD) shall be contacted @ Ext. 3206, 3207, 3208, by direct line 708-456-6911, by TDD line 708-452-8115, or by an emergency House Phone located on the interior (Dial 11) and exterior of buildings. (*24 hours a day/ 7 days a week)

(One may dial "911" for serious illness or injuries)

AND/OR

The college nurse shall be contacted at Ext. 3344. Health Services is located in the southeast part of the College Center – G 109 (*limited hours available).

2. The caller should remain calm and give the following information to the TCPD and/or the Nurse's Office.
 - a. Caller's name and location
 - b. Injured person's exact location (must be specific)
 - c. Injured person's condition if known (i.e. fainted, bleeding)
 - d. Caller should hold on the line until emergency services are dispatched and should return to the injured party and wait for assistance to arrive or as directed by the TCPD or Health Services personnel.

B. TCPD and/or Health Services personnel shall render necessary aid and shall assess the situation and determine the need for further assistance (i.e. ambulance, additional manpower, etc.)

Power Failure(s)

During a power failure, faculty, students and staff should remain in the building or classroom until power is restored or until directions are given to evacuate. Faculty and staff who are operating special equipment, such as science lab equipment, computers, equipment using electrical motors, etc., should shut down the equipment while waiting for power to be restored.

If power is not restored within a reasonable amount of time, directives will be given to faculty, students and staff to evacuate or take other action.

(Certain areas on campus, such as the IT Services Department, Engineers, Police, etc., have established procedures specific to their area of responsibility. During a power failure, these areas should activate their own internal plan to mitigate impact of the situation)

Response to a Hostile Intruder Situation – (Active Shooter) & Law Enforcement Emergencies

A. General Information

1. Be alert to suspicious situations or persons and report them to the TCPD at 3206, 708-456-6911, 11 (From campus phones), or 911.
2. If you are a victim of or witness to any on-campus violation of the law, such as assault, robberies, or theft, contact the TCPD.
3. Notify the TCPD as soon as possible and provide them with the following information:
 - a. Nature of incident.
 - b. Location of incident.
 - c. Description of person involved.
 - d. Description of property involved.

B. Hostile Intruder in a Building

1. **(Escape – GET OUT)** If one can safely make it out of the building by running away, then he/she should do so. This is normally one's best option. Note: One must know the exact location of the hostile intruder before leaving an area of safety. Also one must consider the fact that there may be more than one hostile intruder
 - a. Do not run in a straight line.
 - b. Attempt to keep objects such as, desks, cabinets, fixtures, etc... between you and the hostile person(s).
2. **(Shelter in Place- HIDE OUT)** If running from the building is not a viable option, Faculty (staff) should immediately lock students and themselves in an office or the classroom. If not already in a locking office or classroom, exit the building or find a locking office or classroom.
 - a. Do not sound the fire alarm.
 - b. Keep classrooms secure until police arrive and give directions.

C. Hostile Intruder(s) on the grounds of the campus

- 1 Run away **(GET OUT)** from the threat if you can, as fast as you can.
- 2 Refer to **(Escape-GET OUT)**.

Severe Weather

Severe Weather - General

Among the more common forms of severe weather in our area are thunder storms, hail and tornadoes. The safest place to be during any of these storms is inside a secure structure as most damage occurs as a result of broken glass and flying debris. All classrooms at the college have floor plans posted, advising of safe places within the college to seek shelter during severe weather. If you find yourself in a storm, proceed with the following guidelines.

- A. Follow room instructions and move to a place of safety.
- B. Move away from windows.
- C. Seek hallways or rooms without windows. If time allows, move to lower building levels.
- D. Stairwells (without windows) are also safe locations during severe weather.
- E. Avoid rooms with large roof spans such as the gymnasium, Café' or theaters.
- F. If outside, avoid downed power lines and trees and try to get to a building.
- G. Wait until storm passes and "All Clear" message is issued.

In the aftermath of severe weather, there could be significant damage to any or all the structures of the College. If there is severe damage affecting utilities, such as water, gas and electricity, it may be necessary to evacuate buildings. With any notification to "Evacuate the Building", it is important to move sufficiently far away from the building to prevent any injury.

Suspicious Package

If you receive or discover a suspicious package or device:

DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!

Triton College Police Department (TCPD) shall be contacted @ Ext. 3206, 3207, 3208, by direct line 708-456-6911, by TDD line 708-452-8115, or by an emergency House Phone located on the interior (Dial 11) and exterior of buildings. (*24 hours a day/ 7 days a week)

*Do not use a cell phone within 300 feet of the suspicious package.

What constitutes a suspicious letter or parcel?

Some typical characteristics which should trigger suspicion include letters or parcels that:

1. Have a powdery substance on the outside.
2. Are unexpected or from someone unfamiliar to you.
3. Have excessive postage.
4. Handwritten on poorly typed addresses, incorrect titles or titles with no name.
5. Misspellings of common words.
6. Are addressed to someone no longer with your organization or are otherwise outdated.
7. Have no return address or have one that can't be verified as legitimate.
8. Are of unusual weight, given their size, or are lopsided or oddly shaped.
9. Have an unusual amount of tape.
10. Are marked with restrictive endorsements, such as "Personal" or "Confidential."
11. Have strange odors or stains.

What to do if you receive a suspicious package or parcel:

Handle with care. Do no shake or bump.

Isolate it immediately.

Don't open, smell, touch or taste.

Treat it as suspect. Call the Triton Police immediately.

Campus Closure (Know Before You Go)

It is very rare for the campus to close during normal operating hours, but it can happen for any number of reasons. Before coming to campus, during a snow storm for example, students and staff can find out the status of the college via any number of resources. As members of the Emergency Closing Center Network, information about the open/closed status of Triton College and Nuevos Horizontes is available. One can even request this service to send an e-mail notice when the status of either campus changes. To access this service or find out if campus is closed;

More Ways To Know Before You Go



Call: **847-238-1234** Touch-Tone phone needed.

Online: Go to the website of any of the radio or TV stations above, or go to
www.EmergencyClosings.com
to search for your facility by name and city or by phone number

E-mail: Sign up for personalized E-mail notification of your facility's status at
www.EmergencyClosings.com

To find information for the following:

Facility Name = Triton College
Location = River Grove or Melrose Park
Phone Number = 708-456-0300