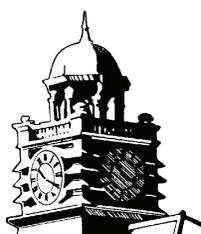


3rd Edition

February 2013

**DACC
FACULTY AND STAFF
EMERGENCY RESPONSE
HANDBOOK**



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.

This handbook is intended for use by faculty, staff, and students of Danville Area Community College. It has been designed to provide a quick reference in cases of emergency. All employees should become familiar with its contents.

The more prepared you are, the better you will respond to an emergency situation. Direct any specific questions or comments about this material to Director of Administrative Services at 443-8831 or Director of Human Resources at 443-8756.

Location of Automatic External Defibrillators:

Bremer Center—Lobby Near Restrooms

Child Development Center—Near Conference Room

Clock Tower—1st Floor—Main Hallway

Lincoln Hall—1st Floor—Near Elevator/East Door

Lincoln Hall—2nd Floor—Main Hallway

Mary Miller Complex—West Entrance Lobby

Physical Plant—Near Time Clocks

Technology Center—Near Break Room

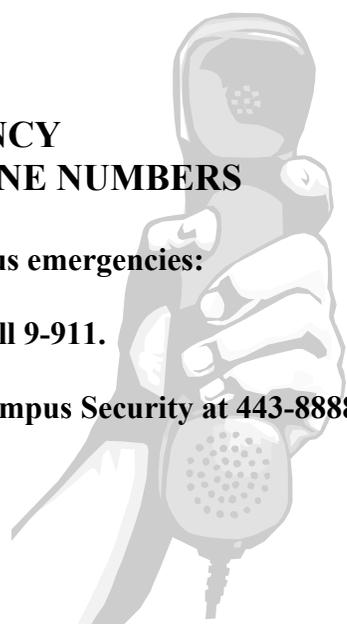
Call 9-911

Call Campus Security—888

EMERGENCY TELEPHONE NUMBERS

For all campus emergencies:

- 1. Call 9-911.**
- 2. Campus Security at 443-8888.**



WORKPLACE VIOLENCE

Workplace violence may take many forms and may include use of deadly weapons. Advance warning of the violence is unlikely. **Call 9-911** in the event of any incident of workplace violence. Call DACC security **443-8888** in the event that you become aware of anything you suspect may lead to an act of workplace violence.

Active Shooter or Gunfire/Weapons Observed

1. **RUN**– Evacuate the building. Call 911 when it is safe to do so.
2. **HIDE**– If you are unable to evacuate, remain calm. Seek refuge in an area with a locked door, or block the door. Turn off the lights and stay hidden. Silence your cell phone. If it is safe to do, call 911.
3. **FIGHT**– As a last resort, and only when your life is in imminent danger, attempt to incapacitate the active shooter. Act with physical aggression and throw items at the active shooter.

Explosion/Bomb

1. Immediately evacuate the building using established evacuation routes. Account for all building or room occupants. Do not disturb, move, or touch any suspicious boxes or packages.
2. If possible, call 9-911. Provide as much information as possible. If it is safe to do so, stay on the line with dispatcher or leave the line open.

Hostage Situation

1. Immediately evacuate the building if this action does not put you in greater danger. Carefully avoid the attention of those taking hostages.
2. Take no action to intervene. REMEMBER, NEVER PUT YOURSELF IN HARM'S WAY and always try to assist others..
3. If possible, call 9-911. Provide as much information as possible. If it is safe to do so, stay on the line with dispatcher or leave the line open.

Physical Violence

1. Once 911 and DACC security have been called, direct all bystanders away from the area to secure their safety.
2. Take no action to intervene. REMEMBER, NEVER PUT YOURSELF IN HARM'S WAY and always try to assist others.
3. Complete an incident report providing as much information as possible. Document all names and phone numbers of witnesses.

INJURY AND ILLNESS PROCEDURES

SERIOUS INJURY

If an incident involves serious injury, serious illness, or a perceived psychological emergency, the following procedure is recommended:

1. Call 9-911. Make the individual as comfortable as possible. Apply first aid as necessary, if qualified.
2. Call Campus Security at 443-8888. If possible, provide the Security Guard with the following information:
 - a. Location of incident
 - b. Name of person
 - c. Name, location and phone number of person(s) to be notified
 - d. Description of injury or illness
3. After the ambulance has transported the person from the scene, complete the Incident Report form (available from Human Resources) and submit it to the Human Resources Director.
4. An Incident Report must be completed by the involved parties and given to the Human Resources Director within 24 hours.

Medical personnel are best equipped to treat a seriously injured or ill individual. You are encouraged to request an ambulance to treat and transport someone who is seriously injured or ill.

MINOR INJURY

If an accident is clearly a minor injury or illness, call Security 443-8888. An Incident Report must be completed by the involved parties and given to Human Resources within 24 hours.

INJURY EMERGENCY

EVACUATING PEOPLE WITH DISABILITIES

People with Visual Impairments

A person with a visual impairment may not be familiar with their immediate area. If assistance is needed, offer an elbow to escort the visually impaired person. As you walk, tell the person where you are and advise them of obstacles. When you have reached safety, tell the person where he/she is and ask if you can offer any further assistance.

People with Hearing Impairments

Some of our buildings are not equipped with flashing light alarms; therefore, persons with impaired hearing may not be aware of an emergency situation. Two alternative warning methods are:

1. Writing a note describing the emergency and directing the person to an evacuation route.
2. Flashing a light on and off to gain attention and then either signaling or writing the nature of the emergency and what to do.

People with Mobility Restriction

A person whose mobility is limited includes those who require walkers, crutches, or canes to assist in movement. Help people with limited mobility by providing them guidance to an evacuation route, waiting until a clear passage is established, and then helping them down or up the stairs, if necessary, to the designated safe area as determined by the nature of the emergency.

Non-Ambulatory Persons

Most non-ambulatory persons will be able to exit safely from the ground floor.

On floors other than the ground floor, have the person move to a stairwell and await assistance if there is no immediate dangers within the vicinity of the stairs. Immediately notify emergency personnel as to the location of the individual.

If immediate evacuation becomes absolutely necessary, consult the person to his/her preference with regard to;

- ways of being removed from the wheelchair,
- number of people necessary for assistance,
- whether to bend or extend extremities when lifting (because of pain, catheter, spasticity, etc.)
- preference for being carried backward or forward down stairs,
- and aftercare if removed from wheelchair.

NOTE: In the case of fire or other emergency situations that might affect electricity, DO NOT USE ELEVATORS for evacuation.

TORNADO/SEVERE WEATHER

1. Tornado warning: A tornado has been sighted in the area.
2. Danville Area Community College will be notified through the emergency notification system in the case of a severe weather warning. In that case, remain calm and lead students and employees to designated safe zones in your building. Stay indoors, away from windows and large unsupported ceilings. Account for everyone in your work area.
3. If outside, take shelter inside the nearest building.
4. The emergency notification system will issue the all clear announcement.
5. Call 9-911 to report any injuries, fires, or suspected gas leaks.
6. Contact Director of Administrative Services at 443-8831 to report any damage to buildings or property.

Remember to never put yourself in harm's way.

THREATS—BOMBS OR BIOLOGICAL

Bomb Threat

1. Do not use a cellular phone or radio communication device in immediate area.
2. Dial 9-911 from a land phone. Provide them with as much information as possible regarding the bomb threat. Call DACC security 443-8888.
3. The Emergency Operations Plan provides procedures in the event of a bomb threat.
4. Immediately examine your area for any unusual or unfamiliar items. DO NOT handle, move, or touch suspicious items, but report them to police.
5. Move to safe location and wait for the police. The police or administration will make a determination as whether an evacuation is warranted based on the assessment of the threat level.

Biological Threat

1. Do not shake, open, or empty a suspicious package.
2. Cover the package with anything available.
3. Leave the room with all occupants, closing the door. Make a list of all people who were in the room and anyone who was in contact with the item.
4. Dial 9-911. Provide them with as much information as possible about the package. Immediately call DACC security.
5. Wash any exposed skin areas with soap and water. Remove any contaminated clothing and seal it in a plastic bag.

HAZARDOUS MATERIAL SPILLS—EXPOSURE

1. Preplanning is essential when working with chemicals and other hazardous materials. Know what substances are in your work area and the dangers they present.
2. If release is life threatening, call 9-911.
3. To report all other incidents, call DACC security 443-8888. The DACC Security will contact the Director of Administrative Services. Be prepared to explain:
 - Location and type of spill
 - Injuries
 - Approximate amount of material involved
 - Any identifiable reaction
 - Who was in contact with spilled substance
4. Equipment or processes containing hazardous materials should be halted and the area evacuated. Close doors to contain the situation until trained responders arrive or you have knowledge that opening doors and windows to ventilate area is appropriate. If a determination has been made to contain the area, contact maintenance to shut off the ventilation system.
5. Account for everyone in the room and compile a list of all individuals who might have been contaminated by the spill.
6. If direct contact is made with a spilled substance, immediately remove contaminated clothing. Flush any point of bodily contact with plenty of water for at least 15 minutes. Call 9-911.

FIRE

1. Upon discovering a fire, smoke, or an explosion, stay calm and activate the nearest fire alarm.
2. If a minor fire appears controllable, immediately call DACC security at 443-8888.
3. Do not attempt to fight the fire if it is beyond the immediate means at your disposal (local fire extinguishers). For all fires that do not appear controllable, immediately call 9-911. Be prepared to give information on location, size, and cause of the incident, as well as the nature of injuries.
4. Evacuate the building, closing all doors and windows, if possible, to confine the fire and reduce the oxygen supply to the fire. Follow posted evacuation routes and account for all occupants of the room. **DO NOT USE ELEVATORS** as electrical power might be cut off. If forced to travel through smoke, stay low and breathe shallowly using a shirt or jacket as a filter. If a door feels hot to the touch **DO NOT OPEN IT**.
5. If trapped in a room, retreat and close as many doors as possible between you and fire. Place cloth material around/under the door to stop smoke from coming in. Signal from windows, but **DO NOT** break the glass unless absolutely necessary.
6. Provide assistance to mobility-impaired individuals. Notify emergency personnel of individuals needing special assistance.
7. Do not attempt to re-enter the building or leave the campus until accounted for and/or instructed to do so.

FIRE

CRISIS MANAGEMENT

1. Become familiar with the areas you use. Know your evacuation route and where to take shelter in an emergency.
2. **STAY CALM.** Do not make the situation worse. Do not let people take foolish chances. Others will respond as you do. Set the example.
3. Control the flow of information. Remember, only the President and his/her designee are authorized to make any statements to the news media concerning facts relating to an emergency. Keep duplicate copies of contact information for personnel in your work area readily available.
4. If you find yourself in charge of an area, delegate duties. Clearly communicate your needs and trust others to do their part. This will aid others who need to feel useful.
5. Use plain language during a crisis. Everyone will be under stress. Keep things simple and straightforward.
6. Be aware of those around you. Aid those who you can without added risk. Follow instructions when they are relayed.
7. Talk to each other. Simply talking to each other and discussing what could happen and how to respond prepares us for crisis.
8. Remember personalities. Stress, fear, fatigue, and anger will be present. Be prepared to deal with human nature. Do not let it frustrate you.

CRISIS MANAGEMENT

UTILITY FAILURES

In the case of utility failures, determine if the failure is localized to your immediate work area, immediate building, or the campus generally before taking additional action.

Power Outages

In the case of power outages that are restricted to a single building or portion of a building, contact the Director of Maintenance and Facilities at 443-8832. After 5:00 p.m. call campus security at 443-8888. An Administrator on Campus, 260-4777, is also available from 8 a.m. to 12 noon Saturday during the Academic year. Because the phone system depends upon power, cell phones will be of assistance or someone will need to go to another campus building to place these calls.

In the case of campus wide power outage, campus emergency and/or security will notify Illinois Power.

Remain in place until notified by police to leave or that the utility failure is over. Emergency lighting is temporary and is not provided to continue building operations. The President will determine if employees should continue working or if the college will close.

Gas Leaks

In the case of gas leaks, use your best judgment. If a leak seems severe and danger of explosion high, evacuate the area. Allow in as much fresh air as possible. Ask the first people leaving to call 9-911. Call 9-911 yourself when you've gotten people out of the building if emergency personnel have yet to arrive.

If there is no immediate threat, contact the Director of Maintenance and Facilities at 443-8832. After 5:00 p.m. contact campus security at 443-8888. An Administrator on Campus, 260-4777, is also available from 8:00 a.m. to 12 noon on Saturday during the academic school year.

Phone Outages

When the phones are not working, campus email may provide a method of communicating that your phone is out of order. But the best method may simply be to send a messenger!

Water Leaks or Flooding

In the case of water leaks or flooding, contact the Director of Maintenance and Facilities at 443-8832. After 5:00 p.m. contact campus security at 443-8888. An Administrator on Campus, 260-4777, is also available from 8:00 a.m. to 12 noon Saturdays during the Academic year.

Remain in place until notified by police to leave or that the utility failure is over. Emergency lighting is temporary and is not provided to continue building operations. The President will determine if employees should continue working or if the college will close.