

BEFORE AN EMERGENCY

Know Your Emergency Numbers

- Emergency: 911
- Non-emergency: (618) 650-3324 (Edwardsville and Alton Campuses)
(618) 482-8373 (East St. Louis Campus)

Plan for Emergency Situations*

Evacuations

- Know at least 2 emergency evacuation routes, remembering that you may not be able to use the elevators.

Residence Halls

- If you live in a residence hall, know your emergency assembly area.

Earthquake

- Make a plan for what you will do should an earthquake occur. Remember to:
 1. Stop what you are doing.
 2. Drop to the ground.
 3. Cover yourself. Get under a large heavy piece of furniture.
 4. Hold-on. Tightly grab the furniture and hold-on until the shaking ceases.
- Inspect your work or living area. Look for objects that may cause injury during an earthquake such as heavy objects on high shelves, unsecured shelving, etc., and make appropriate modifications.

Tornado

Immediately move to a storm shelter when you are notified of an approaching tornado. Remember:

1. If you cannot get to a primary storm shelter, move to a secondary shelter or the inner most room of the building without windows.
2. Stay away from windows.
3. Avoid large rooms.

Fire

- Know where emergency exits are located.
- Only fight the fire if it is well within your capability and the available fire extinguisher capability. Otherwise leave the building immediately, pull the fire alarm on the way out and call 911.
- If using a fire extinguisher remember **PASS**:
 - P**ull the pin.
 - A**im at the base of the fire.
 - S**queeze the trigger.
 - S**pray until extinguished.

*Storm Shelter areas and emergency exits are at:
www.siu.edu/maps/downloadmaps.shtml

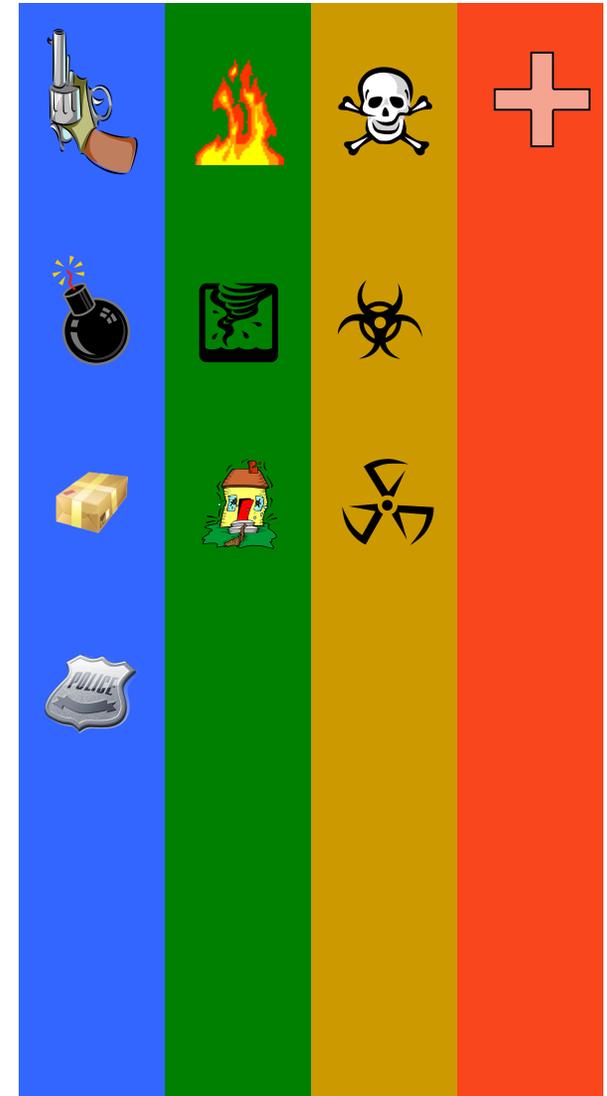
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

Pamphlet provided compliments of the Emergency Management and Safety Department.

Questions concerning this guide? Call the Emergency Management and Safety Department at (618) 650-3584.

EMERGENCY RESPONSE GUIDE

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE



This pamphlet design is based on the Southern Illinois University Carbondale Emergency Response Guide.

SIU^e EMERGENCY RESPONSE GUIDE

CONTACT INFO

Campus Emergency
911

**University Police
(Non-Emergency)**
(618) 650-3324 (Edwardsville and
Alton Campuses)
(618) 482-8373 (E. St. Louis Campus)
www.siu.edu/police/

e-Lert Sign Up

Individuals may sign-up for e-Lert by going to www.siu.edu/e-lert/ and clicking on the "Sign-up Now"

ALERT NOTIFICATIONS

Siren*

Long Wavering Blast: Tornado
Long Constant Blast: Any Other
Emergency

*Sirens are tested at 10 am the first
Tuesday of every month.

e-Lert Emergency Text Notification

Individuals will only receive text
notifications if they are signed up
for the e-Lert system. See above for
information.

SIUe Email System Notifications

All students, staff and faculty will
also receive emergency
notifications on their email
accounts.

PERSONS WITH DISABILITIES

Before an Emergency

1. It is the responsibility of unit managers to insure that plans are in place for assisting persons with disabilities.
2. Plans should be in writing.
3. Persons with disabilities must have significant input into the plans.

During an Emergency

1. As a first choice, move to the nearest marked exit. The person who uses a wheelchair or has a mobility impairment may use the building elevator. **BUT NEVER IN THE CASE OF A FIRE OR EARTHQUAKE.**
2. As a second choice, when reaching a staircase ask for assistance from others in the area.
3. Stay in the corridor or stairway landing and continue calling for help until rescued. Persons who cannot speak loudly should carry a whistle or have other means of attracting attention.

STORM SHELTER

In the event of a tornado warning always know where the closest storm shelter is located.

Emergency Call 911

For more detailed information on emergency procedures go to www.siu.edu/emergencymanagement/pdf/Safety-Manual.pdf or call the Emergency Management and Safety Department at (618) 650-3584.

		EMERGENCY ACTIONS							
CRIMINAL	 Active Shooter	IF SAFE TO LEAVE: Exit building immediately. Inform others of situation. EXIT	CALL 911	IF NOT SAFE TO LEAVE: Go to nearest room and lock door.	If there is no lock, barricade door.	Turnoff lights and cover window.	Silence cell phones and keep quiet.	Do not answer door.	CALL 911
	 Bomb Threat	Secure as much info as possible, hold line open if informed by phone and DO NOT HANG UP.	DO NOT use cell phones, open drawers, cabinets, or turn lights on or off.	Use another line to CALL 911	Prepare to evacuate building upon police officer's direction.				
	 Suspicious Package	CALL 911	DO NOT handle package.	Leave room and close door.	If package was handled wash your hands.	Identify and isolate all who came in contact with package.	DO NOT go to emergency room.		
	 Crime in Progress	CALL 911	Remain where you are until contacted by a police officer.	DO NOT attempt to apprehend or interfere with suspected criminal, except in self-defense	Get a description and license plate number of suspected criminal.				
NATURAL	 Fire	Evacuate building, assisting anyone in need. EXIT	DO NOT USE elevators for transport.	Pull fire alarm on your way out.	IF TRAPPED: Stay in your room. Keep door tightly closed. Go to a balcony or window to await rescue.	CALL 911	Once outdoors keep at least 500 feet from building. Keep roads, fire lanes, hydrants and walkways clear.		
	 Tornado	Go to building storm shelter area. If unable, go to restroom or inner most room without windows.	Assist persons with disabilities.	Stay away from exterior windows and doors.	Stay sheltered until you receive an all clear on shelter speaker system or by a police officer or authorized designee that tells you it is safe.		When exiting shelter help others. Be careful of possible scattered debris.		
	 Earthquake	Quickly get under desk or other sturdy furniture and hold on. Or sit or kneel against an inside corner of building and cover yourself.	Beware of broken glass and other debris.	If someone is hurt or the building has suffered significant damage CALL 911	Help others, assisting persons with disabilities.	Evacuate building when it is safe. EXIT	DO NOT USE elevators for transport.		
CHEMICAL	 Chemical Spill	Immediately inform others to leave the area.	If chemical comes in contact with anyone: 1. Remove contaminated clothing	2. Rinse eyes or any exposed skin with water for at least 15 minutes.	Use chemical showers if available.	CALL 911. Inform operator of type and amount of spill. 911	DO NOT attempt to clean spill without proper training. Evacuation of site may be required		
	 Radioactive/Biological Threat	CALL 911 EXIT	Evacuate those not affected.	Evacuees should be confined until monitored.	If possible, contain/cover contamination to prevent spreading.	DO NOT let anyone enter contaminated area.			
MEDICAL	 Injury/Illness	CALL 911	Avoid leaving seriously injured/ill person except to get help.	DO NOT move person unless he/she is in danger.	Inform authorities if you have been exposed to another person's bodily fluids. DO NOT clean-up bodily fluids unless properly trained.				