

THE MOMENT OF DISCOVERY



**EUREKA**  
COLLEGE

# Emergency Response Guide

This guide will help you to prepare and respond to emergencies on campus. It is important to keep it in an easily accessible location. You should know your building evacuation plan. Emergency signs are located on each academic and residence hall floor on campus.

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## Emergency Contacts

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Emergencies .....	911
Maintenance Office.....	467-6394
Eureka Police Dispatch .....	467-2375
Maintenance (On Call).....	339-0325
Eureka Campus Police (evenings only) .....	339-0321
Maintenance Manager .....	339-0324
Eureka Hospital .....	467-2371
RA Cell Phone-1 .....	339-0322
John R. Day & Associates (Counseling) .....	692-7755
RA Cell Phone-2 .....	339-0323
Student Programs and Services (SPS)Office .....	467-6420

## Active Shooter

The following guidelines have been developed for “active shooter” situations in accordance with the best practices established by law enforcement experts. If it is possible to do so safely, exit the building immediately when you become aware of an “active shooter” incident, move away from the immediate path of danger and take the following steps:

- Notify anyone you may encounter to exit the building immediately.
- Evacuate to a safe indoor area away from danger and take protective cover. If possible go to another campus building. Stay there until assistance arrives.
- Call 911 and provide the dispatcher with the following information:
  - Your name.
  - Location of the incident (be as specific as possible).
  - Number of shooters (if known).
  - Identification or description of shooter(s).
  - Number of persons who may be involved.
  - Your exact location.
  - Injuries to anyone, if known.
- Individuals not immediately impacted by the situation are to take protective cover staying away from windows and doors until notified otherwise. If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:
  - Go to the nearest room or office.
  - Close and lock the door, if possible.
  - Turn off the lights.
  - Seek protective cover.
  - Keep quiet and act as if no one is in the room.
  - Do not answer the door.
  - Notify 911 and provide the dispatcher with the following information:
    - \_ Your name.
    - \_ Your location (be as specific as possible).
    - \_ Number of shooters (if known).
    - \_ Identification or description of shooter.
    - \_ Number of persons who may be involved.
    - \_ Injuries if known.
  - Wait for responding law enforcement officers to assist you out of the building.

## Animal Incidents

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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 the Student Programs and Services (SPS) Office immediately. Only trained animal technicians should handle animals. Any animal that is wandering loose on campus should be reported immediately. If a wild animal such as a bat or a raccoon is inside a 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 (e.g., a black widow or a brown recluse spider) or an allergic reaction to an insect or other animal, call 911 immediately for emergency medical assistance.

- Be prepared to give your name, location, and, if possible, the species or type of animal involved.
- Try to remove the affected person and yourself from danger. Tell others to vacate the area if a dangerous animal may still be nearby.
- Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.

## Bomb Threat

If you receive a bomb threat by telephone, try to remain calm and get as much information as possible from the caller. Try to write down the caller's exact words and the time of the call. Check to see if the caller's phone number or location is displayed on your phone.

Ask the caller:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name and address?

Try to notice descriptive or other useful details (preferably write them down):

- Did the caller sound like a man? A woman?
- Approximate age?
- Distinctive voice, pronunciation or accent, or speech patterns?
- Tone of voice and attitude?
- Did the call seem to be a recording?
- Were there background voices or noises or other clues about location or caller identity? If the threat came in a from other than a call (e.g., a note was left or delivered):
- Immediately notify the police by calling 911.
- Report the time, location, and content of the threat message, as well as your location and phone number.
- Stay on the line until the dispatcher terminates the phone call.
- If you are told to evacuate the area, take your notes about the call with you.

If you feel as though people may be in danger, pull the fire alarm to immediately evacuate the building.

## Crime Reporting

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To report a crime or criminal behavior in progress on campus, call the Eureka Dispatch at 467-2375. To reach the Eureka Police Officer on duty during evening hours on a cell phone dial 309-467-6600.

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

- Type of crime or criminal behavior
- Location of crime or criminal behavior
- Description of persons (height, weight, sex, clothing) and of any weapons involved
- Direction of anyone's travel away from the scene
- Vehicle description (color, year, make, model, license plate number)

To report non-emergency police-related activities, including crimes that are no longer in progress, missing property, minor auto accidents without injuries, disabled vehicles, etc., call the Student Programs and Services (SPS) Office on campus at 467-6420 or Eureka Dispatch at 467-2375.

## Earthquake

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:

- Duck or drop to the floor.
- 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 the shaking stops.
- Evacuate the building as soon as the shaking stops.

If you are outdoors when you feel shaking:

- Move to a clear 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. Stay inside the vehicle until the shaking stops.
- Resume driving cautiously if it seems safe. Avoid bridges and ramps that may have been structurally damaged.

After the shaking has stopped:

- Anticipate aftershocks, and plan where you will take cover from them.
- Check for injuries, and give first aid as necessary.
- Remain calm.
- Avoid broken glass.
- Check for fire. Take appropriate actions and precautions.
- Check gas, water, and electric lines. If they appear damaged, or if you smell gas, open windows and leave the building immediately.
- Stay out of damaged buildings.

## Evacuation of Buildings

Call Eureka Dispatch at 467-2375 and evacuate campus buildings according to the evacuation plan in cases of:

- Chemical spills or hazardous odors or fumes
- Explosion
- Fire (evacuate whenever the building's fire alarms are activated)
- Gas leak (major)
- Smoke
- Structural damage or collapse

Know your building evacuation plan. Plans are located on each academic and residence hall floor on campus. Leave your building immediately by the nearest safe exit when an alarm sounds or if you are instructed to do so by a college representative. Additional evacuation instructions may be given through Jynge.

Move at least 500 feet away from the involved building. As you are leaving:

- Notify others who might not have heard the alarm or evacuation order.
- Turn off equipment.
- Secure hazardous operations if possible.
- Take important personal items, such as a coat and keys.
- Close doors behind the last person out.
- Walk quickly, but do not run, to the nearest safe exit.
- Faculty, staff, and other college representatives should ensure students do not remain near doorways, block sidewalks, or areas emergency personnel may access.
- Do not use an elevator unless authorized emergency personnel tell you to do so.

As soon as you have evacuated:

- Report any missing or trapped persons to emergency personnel.
- Move away from the building.

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- Do not re-enter the 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.
- Call the Eureka Police Dispatcher at 467-2375 to notify the police of your situation and location.
- Be sure to give the building and room number so help can be sent.
- Signal out the window to emergency responders, if possible.

Call the Student Programs and Services (SPS) Office or the Eureka Campus Police for instructions in cases of:

- Serious gas leaks. Cease all operations and do not switch on lights or any electrical equipment, including use of telephone or two-way radio. Remember, electrical arcing can trigger an explosion.
- Ventilation problems. If smoke or odors are coming from the ventilation system, immediately notify the Student Programs and Services (SPS) Office, the Residence Life Staff, or the Eureka Dispatch and cease all operations and vacate the area.
- Trapped in a stalled elevator on campus. Do not try to exit the elevator car through the roof or by forcing the doors. To summon help, use the elevator’s emergency phone, call 467-2375 from a cellular phone, turn on the emergency alarm, or bang on the doors and shout for assistance. Wait for trained personnel to assist you from the elevator.
- Electrical emergency. Avoid touching equipment that is smoking, sparking, tripping circuit breakers, or giving electric shocks.
- Plumbing Failure/Flooding. Never enter areas where there is submerged electrical equipment. Vacate the area if you are already there. Cease using all electrical equipment.

## Fire, Smoke, Explosion

All fires occurring on campus must be reported to 911 Emergency. Even fires that have been extinguished should be reported. Do not hesitate to activate a fire alarm if you discover smoke or fire. In that situation:

- Activate a fire alarm by pulling on an alarm box.
- Alert people in the immediate area of the fire and evacuate the area.
- Confine the fire by closing doors and windows as you leave the room.
- Call 911 to report the location and size of the fire. Always call from a safe location.

• Evacuate the building. Do not use elevators to evacuate unless directed to do so by emergency responders.

- Assist the disabled in exiting the building.
- Smoke is the greatest danger in a fire. Stay near the floor where the air will be less toxic.
- Notify emergency responders of the location, nature, and size of the fire as soon as you are outside. If you have been trained and it is safe to do so, you can attempt to put out a fire with a portable fire extinguisher. Attempt to extinguish only small fires, and make sure you have a clear escape path. If you have not been trained to use a fire extinguisher, you must evacuate the area.

If clothing is on fire:

- Drop to the ground or floor, and roll to smother flames.
- Smother flames using a blanket or other suitable object.
- Drench with water from a safety shower or other source.
- Seek medical attention for all burns and injuries.

In the event of an explosion on campus, faculty, staff, and students will take the following actions:

- Immediately take cover under tables, desks, and other objects which will give protection against falling glass or debris.

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- After the effects of the explosion have subsided, notify 911 Emergency. Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building's fire alarm system to evacuate the building.
- When the fire alarm is sounded, or when told to leave by College officials, walk quickly to the nearest marked exit and ask others to do the same.
- Assist the disabled in exiting the building. Do not use elevators in case of explosion and do not panic.
- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep roads and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A campus emergency command post may be set up near the disaster site. Keep clear of the command post unless you have official business.
- Do not return to an evacuated building unless told to do so by a college representative.

## Haz Mat

All major hazardous materials (Haz Mat) spills on campus must be reported to 911 Emergency. Call 911 and be prepared to provide the names of the materials involved. Be prepared to describe the location, size, and nature of the incident.

A major hazardous material emergency exists when any of these conditions are present:

- Clean up of a spill of a hazardous material is beyond the level of knowledge, training, or ability of the staff in the immediate spill area, and/or:
- The spill creates a situation that is immediately dangerous to the lives and health of persons in the area or facility.
- The material spilled is unknown.
- The material is highly toxic.
- A significant fire hazard may be present.
- The material has the potential to reach the environment (e.g., via a floor drain).
- The spill is in a common area (e.g., hallway) or other area accessible to the public.
- Advanced personal protective equipment (more than gloves and a half-face respirator) is required to respond to the spill.
- A responder is unsure whether the spill should be considered “minor” or “major.”

In a **major hazardous material emergency**:

- Alert people in the immediate area, and evacuate the room. If an explosion hazard is present, take care not to create sparks by turning electrical equipment on or off.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to wash off spilled chemicals. Flush the affected area with abundant amounts of water for at least 15 minutes. Call the Eureka Dispatch at 467-2375 to report any personal contamination. Seek medical attention immediately.
- Evacuate nearby rooms that may be affected. If the hazard will affect the entire building, evacuate the entire building.
- Outside, identify yourself to emergency responders and report the location, nature, and size of the

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incident. Provide any additional information you believe would be helpful. Personnel most knowledgeable about the spilled material and the location of the spill should be available to provide information to emergency responders.

- Isolate contaminated individuals, do not allow them to leave or to spread the contamination. Avoid contamination or chemical exposure to yourself.

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
- No fire hazard present
- Spill is completely contained in the building
- Material has little or no potential to reach the environment
- Spill is not in a common area
- Advanced personal protective equipment (i.e., more than gloves and a half-face respirator) is not needed to respond.

Minor indoor spills of hazardous materials or waste 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 and hazardous waste generators must be aware of the properties of the materials they use and the 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. The Physical Plant and the Student Programs and Services (SPS) Office have primary responsibilities within Eureka College in spill response situations. It will be their decision if outside assistance is warranted for the spill. If a qualified representative is not available, the Eureka Police officer on scene shall make the determination for additional assistance.

## Medical and Mental Health Emergencies

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Call 911 in any emergency that requires immediate police, fire, or medical response to preserve a life.

This includes:

- Serious injury or illness
- Serious mental health issues that might lead to suicide, assault, or homicide

### **Automated External Defibrillator**

An Automated External Defibrillator (AED) is a portable electronic device that diagnoses and treats potentially life threatening cardiac arrhythmias in a patient by application of electrical therapy which stops the arrhythmia, allowing the heart to re-establish an effective rhythm. Eureka College has 1 AED available on campus in the Reagan Center.

### **Alcohol Intoxication/Poisoning**

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to “sleep it off.” Stay beside the person and call the Residence Life Staff or the Eureka Police immediately if the person:

- Breathes shallowly
- Cannot be roused
- Has a head injury
- Has cold, clammy skin
- Has taken other drugs with alcohol
- Is incoherent and is vomiting
- Looks bluish or pale

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## **Injuries**

After calling the appropriate personnel:

- You may provide first aid if you are trained, if it is safe to do so, and the victim consents.
- Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
- Calmly assure the injured person that help is on the way.
- Assist emergency personnel in locating the victim and investigating the incident.

For all injuries, the injured person must complete a Eureka College Incident Report. This includes campus visitors, as well as students, faculty, and staff. The Incident Report is available in the Student Programs and Services (SPS) Office.

Prepare for medical emergencies by taking first aid and CPR training classes whenever possible.

## Reporting an Emergency

### In an emergency, call 911

An emergency is any situation that requires immediate police, fire, or medical response to preserve life or property. If 911 is dialed, Eureka Police and Fire will notify Residence Life Staff of the situation.

Emergencies include problems such as:

- assault or immediate danger of assault
- chemical spills
- crimes in progress
- explosions
- fires
- severe injuries or illnesses
- someone choking or drowning
- unusual odors

Campus Police, when on duty, will meet the emergency responders and direct them to the proper location. When reporting an emergency, be prepared to give the following information:

- Location of the emergency – directions, street address, building, and room.
- Type and severity of the emergency, e.g.,
- Fire – type and size of fire.
- Medical – type of illness or injury, cause, number of victims.
- Police/crime – type of crime, description of suspects and their direction of travel.
- Chemical/hazardous materials – quantity and type of substances involved, hazards and injuries.
- When the incident occurred.
- Your name, location you're calling from, and phone number.

Call from a safe location, if possible. Remain calm. Speak slowly and clearly. Do not hang up the phone until the dispatcher tells you to.

## Suspicious Mail

If you receive or observe a suspicious piece of mail, package, or material:

- Do not move, open, cover, or interfere with it.
- Move people away from suspicious items. Avoid contaminating other areas and people.
- Call the Student Programs and Services (SPS) Office or the Eureka Dispatch from a safe location.
- Be prepared to describe the item, its location, and the context of what you've observed. Give your name and phone number.
- Follow college or police instructions. Do not create panic. If you are told to evacuate the area or building, follow the evacuation procedure.

Characteristics of a suspicious piece of mail or package that is received unexpectedly or is unknown may include:

- Arrival via foreign mail, air mail, or special delivery
- Excessive amount of securing material used, such as masking tape or string
- Excessive postage
- Excessive weight
- Handwritten or poorly typed address
- Incorrect titles
- Lopsided or uneven writing
- Misspellings of common words
- No return address
- Oily stains or discolorations
- Protruding wires or foil
- Restrictive markings such as "confidential" or "personal," etc.
- Rigid envelope
- Titles but no names
- Visual distractions

## Violent Situations

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Your actions may help calm a potentially violent situation, or they may escalate the problem. Try to behave in a manner that helps calm a situation:

- Stay calm. Don't be in a hurry.
- Be empathetic. Show you are concerned.
- Try to have the other person and yourself sit down. Sitting is a less aggressive position.
- Try to be helpful. For example, schedule an appointment for a later time.
- Give positive-outcome statements, such as "We can get this straightened out."
- Give positive feedback for continued talking, such as "I'm glad you're telling me how you feel."
- Stay out of arms' reach.
- Have limited eye contact.
- Take notes.

### **Avoid Exacerbating Behaviors**

- Do not patronize.
- Do not yell or argue.
- Do not joke or be sarcastic.
- Do not touch the person.

### **If Someone Becomes Agitated**

- Leave the scene immediately, if possible. Call Eureka Dispatch from a safe place.
- Or try to alert a co-worker that there is a problem; e.g., by calling and using an agreed-upon code word to indicate trouble.

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**Practice Preventive Measures**

- Discuss and agree on circumstances and situations in the workplace that everyone should watch out for. Have procedures, signals, and code words in place to deal with threatening situations.
- Avoid scheduling appointments for times when no one else is in the area. Alert your colleagues in advance about a difficult meeting, and keep the door to the room open, or meet in a public area.
- Try to avoid working alone after hours. If you have to work late, advise a colleague, friend, or family member.
- When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
- If you are concerned for your safety after hours and desire transportation to your vehicle, contact Campus Police.
- Report any strange or unusual activities in and around your workplace immediately to your supervisor and Campus Police.
- Do not leave money or valuable belongings out in the open. Purses should be locked in a desk, cabinet, or safe area.
- Lock your office and/or lab doors when these areas are not in use, even when you are leaving for a meeting or short break.
- Always walk in well-lighted areas and know your surroundings. If you think you are being followed, do not go home; go where there are other people. Call the police as soon as you are in a safe place.

## Weather/Operating Status

### Weather Closings or Delayed Openings

During severe weather or natural disasters, people may be prevented from entering campus for hours or days.

Notice of a decision to close or delay opening Eureka College will be communicated as quickly as possible by local radio/television stations, email, the Jynge Emergency Network, and postings to the Eureka College website, [www.eureka.edu](http://www.eureka.edu). Listen to your local radio and television stations about Eureka College closings or delayed openings.

### Winter Ice and Snow Storms

When severe winter weather conditions are predicted, monitor weather reports closely. If you live in an outlying area where driving onto the campus may be extremely hazardous, consider contacting your instructor to make arrangements for missing coursework. Stay home and stay safe!

- NOAA weather

[www.noaa.gov](http://www.noaa.gov)

- Weather.com

[www.weather.com](http://www.weather.com)

### Thunderstorms, Tornadoes

If a thunderstorm approaches:

\_ Go to safe shelter immediately. Remember that if you can hear thunder, you are close enough to be struck by lightning. Use phones only in an emergency. Stay away from water sources, i.e., drinking fountains, faucets, showers, etc.

If you are outside during a thunderstorm and there is no shelter nearby:

- If you feel your skin tingle or your hair stand on end, squat low to the ground on the balls of your feet.
- Place your hands on your knees with your head between them. Make yourself the smallest target possible. Minimize your contact with the ground.
- Find a low spot away from trees, fences, and poles. Make sure the place you pick is not subject to flooding.

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- If you are in a wooded area, take shelter under the shortest trees.

### **Tornadoes**

You should take cover in tornado warnings issued for areas within 20. If a tornado alert or warning is given or you see a funnel cloud:

- Immediately seek shelter inside a substantial building with preference given to basements and areas without windows.
- If there is no shelter nearby, lie flat in a ditch or low spot with your hands shielding your head.

### **Protective Sheltering**

Protective sheltering involves taking shelter in an interior hallway and staying away from glass doors and windows as much as possible. Recommended areas to seek shelter are those on the lowest level away from possible flying glass.

**Strom shelter locations for each building are displayed on the wall on each floor in each building.**

### **Police Response**

- Eureka Police will coordinate with other emergency personnel to identify tornados, set off local alarms, and inform College personnel.
- If a tornado strikes on campus causing physical plant damage, call the Eureka Police as soon as possible. The police and the Student Programs and Services (SPS) Staff will initiate the appropriate emergency response to save lives, treat the injured, and protect College property.
- The police will notify the appropriate supervisory personnel of the situation and the possible need for support.

THE MOMENT OF DISCOVERY



# EUREKA

COLLEGE

300 East College Avenue  
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877-892-7823  
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[www.eureka.edu](http://www.eureka.edu)

for additional emergency information

*Information largely obtained from our  
partner in education, Illinois Central College*