

EMERGENCY AND EVACUATION PLAN

RAY HARTSTEIN CAMPUS (SKOKIE)

POLICE DEPARTMENT AND EMERGENCY MANAGEMENT

Emergency, ext. 1888 Non-emergency, ext. 1880



INTRODUCTION

In the event of an emergency, Oakton College is fully prepared. We have prepared a thorough safety plan and have emergency procedures in place to respond effectively in times of crises. Whether we are facing a fire, a bomb threat, tornado, active shooter, a weather-related incident or any other emergency, you will be alerted through the appropriate mode of communication. Alarms, public address system, email, telephone, internet (Oakton's web site) in-person with bullhorn, **Alert!Oakton** mass notification system or personal contact by Oakton Police Department personnel may be used to notify you of emergency situations. Once notified, please follow the corresponding procedures outlined here. These procedures are designed to best protect the Oakton community at both campuses. We encourage you to familiarize yourself with these emergency plans so that should the need arise, you will be prepared to respond quickly and effectively.

STAFF AND STUDENT ROLES AND RESPONSIBILITIES

ROLE OF STUDENTS

All students should familiarize themselves with the Oakton College emergency evacuation procedures and the posted evacuation route maps located within the building. Students must be prepared to assess and react to emergency situations quickly and to use common sense in determining a course of action. Students should evacuate the building in an orderly manner when an emergency alarm is activated, or when directed to do so by emergency personnel. When evacuating, students should proceed directly to a designated evacuation assembly area and remain there until advised by emergency personnel that it is safe to re-enter the building.

ROLE OF FACULTY AND STAFF

All members of the faculty and staff should familiarize themselves with the Oakton College Emergency and Evacuation Plan. Faculty and staff members should be familiar with all emergency procedures and evacuation routes. Faculty and staff members must be fully prepared to react to any emergency situation and to immediately initiate the appropriate emergency procedures. Faculty and staff members are seen as leaders and in the event of an emergency should be prepared to calmly direct students to proceed in an orderly manner to the designated evacuation assembly areas.

ANNOUNCEMENTS

If evacuation is necessary, Oakton Police Department will activate the Oakton Safety Captains to assist in evacuating the college buildings or to shelter in place. Oakton Police Department also will call the Northwest Municipal Conference (NWMC) at 847.296.9200 and initiate a callback verification procedure. In a bomb threat situation, avoid making an announcement over the PA system or sounding the fire alarm. Electronic fields generated by these devices could detonate certain types of explosive devices. Radios, and cell phones also should not be used.

Oakton Police Department and Facilities personnel will direct the evacuation. Oakton Police Department will assist evacuation facilitators to keep the flow orderly and to instruct people to use the nearest exit doors.

Oakton Safety Captains will leave the building at the nearest exit when areas are clear of personnel. Facilities personnel with radios will assist and provide communications between Oakton Safety Captains and the crisis team.

BUILDING EVACUATION PROCEDURES

What is an Evacuation?

Evacuation is the process of moving individuals away from an area where they are in danger to a safer location. Individuals may be evacuated for many reasons, fires, hazmat, explosions, civil disturbances or natural disasters.

BUILDING EVACUATION PROCEDURES

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In the event that a building evacuation is necessary:

- Remain calm but leave quickly.
- Use stairs and not elevators, paying close attention to your surroundings as you exit.
- Incidents such as fire or hazardous materials releases may require that alternate exit paths be selected.
- Follow all guidance from the closest Safety Captain or Oakton Police Officer.
- Assist special needs individuals in the evacuation process, if it is possible to do so safely and they request help. If it is not possible to evacuate access and functional needs individuals from the building, move them to a safe stairwell (farthest from the hazard) and inform First Responders of their location.
- Once outside, stay clear of the building and entryways to facilitate first responder access to the emergency.
- Do not re-enter the affected area until instructed to do so by Oakton Police Department, Facilities, Safety Captains and or First Responders.
- Safety Captains and Administrators should assist others within their work areas in evacuating the building via the nearest assessable exit. They also assist any individuals with access and functional needs in exiting the building or getting to an area of safety.
- Once outside, they assist in keeping individuals away from the building and fire lanes clear.

BOMB THREAT PROCEDURES

What is a Bomb Threat?

A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, injuries and/or death, whether or not such a device actually exists. Bomb threats create significant operational and psychological impacts. All bomb threats should be taken seriously.

BOMB THREAT PROCEDURES

What to do if you receive a bomb threat?

Telephone

- Remain calm and DO NOT HANG UP.
- If possible, signal other staff members to listen and notify Oakton Police and departmental management/immediate supervisors.

- If the phone has a display, copy the number or letters on the window display.
- Pay close attention to the message, write down the exact wording of the threat.
- Keep the caller on the line for as long as possible and gather as much information as possible.
- Record, if possible.
- Attempt to listen for any background noises.
- Note the caller's voice or use of any idioms.
- Be available for interviews with the College's emergency response team and law enforcement.

Internet, Social Media Messaging, or Email

- Do not turn off or log out of the account.
- Leave the message open on the device.
- Print, photograph, take a screenshot, or copy the message and subject line.
- Note the date and time.
- Notify Oakton Police.

Written

- Handle the document as little as possible.
- Notify Oakton Police and departmental management/immediate supervisors.
- Rewrite the threat exactly as it is on another sheet of paper and note the following:
 - Date, time, and location document was found.
 - Any situations or conditions surrounding the discovery/delivery.
 - Full names of any personnel who saw the threat.
- Secure the original threat; DO NOT alter the item in any way:
 - If small or removable, place in a bag or envelope.
 - If large or stationary, secure the location.

Verbal or In Person

- Be aware of a psychologically distressed state in the person delivering the threat.
- Maintain distance from the individual.
- Call Oakton Police immediately, ext. 1888
- If the perpetrator leaves, note which direction they went.
- Notify the Oakton Police and departmental management/immediate supervisors.
- Write down the threat precisely as it was communicated.
- Note the description of the person who made the threat:
 - Name (if known)
 - Gender
 - Type and color of clothing.
 - Body size (height/weight).
 - Hair and eye color.
 - Voice (loud, deep, etc).
 - Any other distinguishing features.

BOMB THREAT EVACUATION PROCEDURES

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- Do not touch anything that looks suspicious. Report any suspicious items to OCPD personnel Immediately at ext. 1888.
- The OCPD will make an announcement on the PA system that the evacuation of the building is required immediately. Additionally, an announcement can be sent via **Alert!Oakton**, which is the college notification system that will only be used to communicate important information during a potential emergency.
- Evacuate to the designated assembly areas located in Mulford and Lincoln Parking Lots. Stay at least 1000 feet away from the building. If an evacuation is ordered, proceed to assembly areas (Mulford and Lincoln Parking Lots). The Circle Drive is the designated Campus Incident Command Center and should not be used as a permanent assembly area.
- Do not close any classroom/office windows or doors prior to evacuating.
- All staff members and students should remain on campus but should not return to their classrooms until an "All Clear" is given by OCPD or emergency personnel, or they may be ordered to leave the immediate area.
- The Crisis Team will assemble at the Command Center located at Circle Drive main entrance.
- If evacuation is necessary, OCPD personnel will make a final sweep of the building to determine if everyone has been evacuated.

FIRE PROCEDURES

What is a Fire?

A fire is the state of combustion in which inflammable material burns, producing heat, flames, and often smoke. A fire can cause property damage, injuries, and/or death.

FIRE PROCEDURES

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In the event a fire, or smoke from a fire, has been detected:

- Stay calm, pull the nearest fire alarm, and call the Oakton Police Department immediately. Describe the exact location of the fire and provide as many details as possible. The Oakton Police Department will notify the local fire department.
- When the fire alarm sounds, proceed in an orderly fashion to the closest exit.
- Even if you do not hear an announcement over the PA system, continue to exit the building.
- Always use the stairs, do not use elevators, and do not force fire doors open.
- Take note to feel all closed doors for heat. If you must evacuate through smoke, crawl low under the smoke on your hands and knees to exit the building.
- An Oakton Police Officer will report to the main entrance to meet with responding SFD personnel.
- Provide assistance to any persons with disabilities that may request it.

- The primary fire evacuation route that is posted in the classrooms should be followed. If the primary evacuation route is impassable, follow the alternate route.
- Evacuate to the designated assembly areas located in Mulford and Lincoln Parking Lots. Stay at least 500 feet away from the building. The Circle Drive is the designated Campus Incident Command Center and should not be used as a permanent assembly area.
- All staff members and students should remain on campus but should not return to their classrooms until an “All Clear” is given by OCPD, Oakton Safety Captains and/or First Responders.
- Employees should not leave the property, and faculty should instruct their students to remain on campus grounds unless instructed to leave by Oakton Police Officers, Oakton Safety Captain and/or First Responders.

ACTIVE SHOOTER

What is an Active Shooter?

Is an individual that actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm[s] and there is no pattern or method to their selection of victims.

If an active shooter situation has been reported or observed, use the following options based on the circumstances. The key terms to remember are “Run, Hide, Fight”:

- **Run:** Run as far away from the threat as possible.
- **Hide:** Hide from the person posing the threat.
- **Fight:** If you are unable to flee from the threat or hide from the person posing the threat, fight to defend yourself and solicit others to assist you.

ACTIVE SHOOTER PROCEDURES

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In the event of an active shooter:

- Remain calm.
- Assess the validity of the threat.
- Dial 847.635.1888 from a campus telephone or push the function key “Campus Police” or 911 from your cell phone without alerting the suspected individual.
- Relay all information concisely.
- Stay on the phone if possible (to provide needed information).
- Follow the directions of the dispatcher and responding officers.

Without placing yourself at risk, attempt to determine:

- Has the subject been seen with the weapon or is the subject actively displaying/using the weapon?
- Is the subject aware that the weapon has been observed?
- Is the weapon identifiable? How many weapons are observed?
- Has the subject harmed others or made threats?
- Is the subject stationary or mobile? If mobile, what is the direction of travel?

In the case that you cannot evacuate the area:

- Enter and stay in an office, classroom, bathroom, or closet.
- Close the door and lock it if possible (without going outside).
- If glass is present in the door, cover it.
- If windows have draperies or blinds, close them.
- If the door cannot be locked, barricade the door with heavy objects from within the room.
- Move to a floor-level position furthest from the door.
- Get under a desk or table, if possible.
- Dial 847.635.1888 from a campus telephone or push the function key “Campus Police” or 911 from your cell phone to give information on your location, how many persons are present, injuries, etc.
- After reporting the situation, mute cell phones and be as calm and quiet as possible.

How to respond when First Responders arrive:

- Put down any items in your hands.
- Keep hands visible.
- Avoid making quick movements towards the First Responders.
- Follow all instructions.

SEVERE WEATHER PROCEDURES

TORNADOS

What is a Tornado?

A tornado is a violently rotating column of air touching the ground, usually attached to the base of a thunderstorm. Tornadoes are nature’s most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds.

Tornado Watch means that tornadoes are likely to develop. Tornado watches are announced by the National Weather Service when weather conditions are developing that could produce a tornado in the Des Plaines or Skokie area.

Tornado Warning means that a tornado has actually been sighted somewhere in the general area. Tornado warnings are announced by the National Weather Service and/or by the Civil Preparedness sirens that sound when a tornado has actually been sighted in the Des Plaines or Skokie area.

TORNADO PROCEDURES

Tornado Watch

- The Police Department personnel will notify the Chief of Police and Emergency Management and the Incident Management Team (IMT).
- The Oakton Police Department will monitor the Illinois State Police LEADS network, public radio, internet or television, and other weather channels.
- When a tornado watch for an area within 6 miles of the Skokie Campus is changed to a tornado warning, an announcement will be made over the Public Address (PA) system.

Tornado Warning

- The Oakton Police Department will issue an announcement over the PA system to initiate Sheltering.
- The Oakton Police Department and Safety Captains will instruct everyone to move to a designated shelter within their immediate area. Tornado shelter areas are identified by signs posted on the walls or doors. Maps to designated tornado shelter areas are posted on the classroom doors.
- When moving to a tornado shelter area, try to avoid any areas where large glass windows are located.
- Do not use the elevators
- Ask individuals with disabilities if they need any assistance in evacuating to a tornado shelter area.
- Crouch low to the ground and cover your head with your hands to protect yourself from flying debris.
- The Police Department will conduct a sweep of the Skokie Campus to ensure that everyone is at tornado shelter area.
- Everyone will remain in the tornado shelter area until the Police Department issues an "All Clear" announcement over the PA system.
- If caught outdoors, move to the nearest interior shelter area. If caught outside, find shelter in a ravine or open ditch and cover your head for protection. Stay away from trees, power lines, or poles.

MEDICAL EMERGENCY PROCEDURES

MEDICAL EMERGENCY

What is a Medical Emergency?

A medical emergency is an acute injury or illness that poses an immediate risk to a person's life or long-term health, sometimes referred to as a situation risking "life or limb." These emergencies may require assistance from another qualified person and/or a First Responder.

Automated External Defibrillator (AED) is a medical device designed to analyze the heart rhythm and deliver an electric shock to victims of ventricular fibrillation to restore the heart rhythm to normal. Ventricular fibrillation is the uncoordinated heart rhythm most often responsible for sudden cardiac arrest.

Stop the Bleed is a first aid kit that contains life-saving tools to stop severe bleeding while waiting for emergency services.

LifeVac is a non-powered single patient portable suction device developed for clearing an upper airway, intended to be used in an emergency when standard current choking protocol has been followed without success.

Locations	AED	"Stop the Bleed"	"LifeVac"
Wellness Center	✓	✓	
Main Lobby	✓	✓	
Cafeteria	✓	✓	✓
Entrance Door #5	✓	✓	
Entrance Door #18	✓	✓	
Hallway near Room A-231	✓	✓	

MEDICAL EMERGENCY PROCEDURES

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Emergency Response:

- Dial 847.635.1888 from a campus telephone or push the function key "Campus Police" or 911 from your cell phone.
- Provide nature of the illness or injury.
- Victim's location.
- Status of victim: conscious, breathing, bleeding.

Medical Assistance:

- Wellness Center, 847.635.1885.
- Oakton Police Department, 847.635.1888.

Common Medical Emergencies:

- Do not attempt to move the victim unless the individual is in danger of further injury.
- Position the victim so that they feel comfortable and treat for shock.
- Commence first aid, particularly to stop heavy bleeding, while waiting for assistance.
- Begin CPR, if necessary.