



NORTHWEST
SUBURBAN
COLLEGE

EMERGENCY RESPONSE GUIDE



Table of Contents

Emergency Contacts	2
Evacuation	2
Evacuation Persons with Disabilities	3
Severe Weather Emergencies	6
Weather Closing Information	6
Explosions	7
Fire	7
Hazardous Materials	8
Utilities/Power Outage	8
Shooting Incident	9
Medical Emergency	9
Suspicious Mail/Packages	10

NORTHWEST SUBURBAN COLLEGE

EMERGENCY RESPONSE GUIDE

An NWSC Emergency Alert is a notification that is initiated upon confirmation that an emergency is currently occurring on or imminently threatening the health or safety of people on campus. The intent of an NWSC Emergency Alert is to notify as many people as possible, as rapidly as possible, of a dangerous situation with instructions and follow-up information as needed. Depending on the emergency, an NWSC Emergency Alert may be limited to the location of the emergency on campus, such as a hazardous material spill or a small fire. NWSC publishes an Emergency Response Guide as a reference guide in emergency situations.

NWSC Emergency Alert Example: Police Emergency at Rolling Meadows Campus, Bldg 5. Remain indoors or seek immediate indoor shelter, and deny entry (lockdown) now!

An NWSC Emergency Alert may be delivered by the following methods of distribution:

- Text Message and/or Phone Call to Students and Employees
- NWSC Home Page
- Email sent to all email addresses on file
- NWSC social media pages, such as Facebook, Twitter, etc.
- Fire Alarms in Campus Buildings

Emergency Contacts

Policies/Fire/Medical Emergency:	911
Police Non-Emergency:	847. 255.2416
NWSC Campus Monitor:	847.290.6425, ex. 99

Evacuation

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

Evacuation Procedures

- Remain calm.
- Evacuate in a safe and orderly manner.
- Do not use elevators unless authorized emergency personnel tell you to do so.
- Provide assistance for those with disabilities. Refer to the Evacuation Procedures for Persons with Disabilities section of this Emergency Response Guide.
- If safe to do so, gather personal belongings (medication, keys, purses, etc.).
- Turn off all electronics, including computers.
- Go to the identified assembly area, which should be at least 500 feet away from the building unless directed to another location by the Campus Administrator or properly identified emergency personnel.
- Remain with your class/office so a full accounting can be made.
- Notify emergency personnel of any missing or trapped persons.
- Follow all directions from the authorities present.

Evacuation Persons with Disabilities

Instructors and supervisors should be proactive and be aware of people who will need assistance.

Assisting Blind/Visually Impaired

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and alert him/her to obstacles along the way.

Assisting Deaf/Hearing Impaired

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

Assisting Mobility-Impaired/Wheelchair Users

- Elevators should not be used to move people with disabilities.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance.
- One individual should remain with the person(s) if it can be done without unreasonable personal risk. Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury, or obstruction):

- Go the nearest area where there are no hazards.
- Signal out the window to emergency responders if possible.
- Remain calm.



SEVERE WEATHER

SEEK SHELTER

- Close all doors, including those in main corridors.
- Stay away from windows and glass.
- Crouch near floor or heavy, well supported objects and cover back of your head.
- If outdoors and there is no time to move to an interior space, lie flat in the nearest depression, and cover your head.



EXPLOSION

EVACUATE

- Leave area and go to an exterior location where you can call 911 from a landline phone.
- Do not operate any electrical devices, cellular phones, light switches, or any radio frequency producing devices.
- Do not try to locate the source of the explosion.
- Evacuate and move to designated assembly points.
- Re-enter ONLY when directed by recognized authority.
-



FIRE

EVACUATE

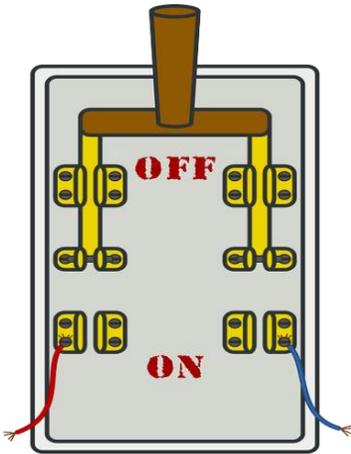
- If unable to extinguish flame with fire extinguisher, activate nearest fire alarm or call 911, assist persons with disabilities, evacuate and move to the designated assembly point.
- For individual accountability report to designated officials at assembly point.
- Re-enter ONLY when directed by recognized authority.



HAZARDOUS MATERIALS

EVACUATE

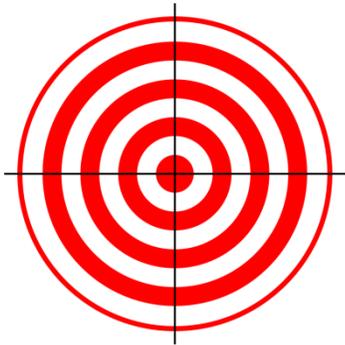
- Alert people in the immediate area to evacuate.
- Evacuate & assemble in an area uphill & upwind from the affected area.
- Avoid direct contact and/or breathing in of vapors.
- Unless properly trained, do not attempt to clean up the spill.
- Do not operate any electrical devices, phones, appliances, light switches, or equipment with open flames within the affected area.



POWER OUTAGE

EVALUATE

- Remain calm and move cautiously to a lighted area.
- If the fire alarm sounds or upon notification by emergency personnel, evacuate and move to the designated assembly point.
- Never attempt to pry open elevator doors.
- In laboratories, secure all experiments and electrical equipment, fully close fume hoods and shut off any gases.
- Re-enter ONLY when directed by recognized authority.



SHOOTING INCIDENT

RUN, HIDE, FIGHT

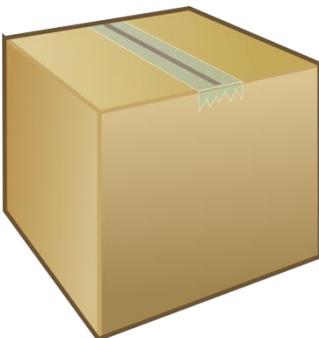
- **RUN:** Get to a safe location, then call 911.
- If you can't run, then **HIDE:** If you can do so safely, find a safe place, get down, take cover, turn off lights, close blinds, and lock or barricade the door. Call 911, if it can be done without revealing your location.
- If you can't run or hide, then **FIGHT** with everything you have.



MEDICAL EMERGENCY

STAY CLEAR

- If trained, administer CPR/First Aid/Automated External Defibrillator (AED) and call 911.
- If not trained, stay clear of the area where the emergency has occurred.
- Direct first responders to the location of the medical emergency.
- Re-enter ONLY when directed by recognized authority.



SUSPICIOUS PACKAGES

STAY CLEAR

- Always report unusual or suspicious mail or packages to the Campus Monitor.
- Do not touch the item.
- Do not operate any electrical devices, cellular phones, light switches, or any radio frequency producing devices.
- Re-enter ONLY when directed by recognized authority.

Severe Weather Emergencies

Thunderstorms

Thunderstorms' characteristics include high winds, cloud-to-ground lightening, heavy rain, and can produce tornados, large hail, and flooding.

- Stay indoors and away from windows, and draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances.
- Stay off landline telephones and cell phones with power cords attached.



Tornados

- Sirens are a warning that a tornado has been detected by radar or reported by weather spotters.
- Seek shelter immediately or go to the lowest floor of the available building.
- Stay away from windows and doors to prevent injury from glass or other flying objects.
- Do not go outdoors to see the storm.
- If you are in a vehicle, seek shelter in a building, ditch, or other safe place. Automobiles are very dangerous during high winds.

Floods

- Secure vital equipment, records, and chemicals. Shut off all electrical equipment. Secure all laboratory experiments.
- Move to higher, safer ground.
- Do not return to your building unless you have been instructed to do so by the NWSC Campus Monitor or emergency personnel.
- If flood water rises, do not attempt to wade or travel through the water. Even small amounts of water can be dangerous.

Weather Closing Information

Information regarding weather closing at NWSC's Rolling Meadow Campus is available via a variety of resources:

Emergency Closing Center: <http://www.emergencyclosingcenter.com/ecc/home.jsp>

NWSC Facebook Page:

Explosions

- Call 911 from a landline or emergency call box.
- Remain calm.
- Do not use cell phone, electronic devices, or any electrical device that could spark further explosions.
- Immediately seek cover in a safe place or evacuate if safe to do so.
- Do not return to the area.
- Do not use elevators in case of fire.
- If able to get outside, move to a distance of at least 500 feet away from the blast.
- If trapped, signal for help.
- Notify police and/or firefighters on the scene if you suspect someone may be trapped inside the building.



When a fire alarm sounds, complete evacuation is required. Close doors and windows as you leave if feasible. Walk, do not run, to the nearest stairway exit and proceed to ground level. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building.

Fire

- Alert people in the immediate area of the fire, and evacuate.
- Confine the fire by closing doors as you leave.
- Activate a fire alarm by pulling on an alarm box.
- From a safe location, call 911 to report the location and size of the fire.
- Evacuate the building. Do not use elevators unless directed to do so by authorized emergency personnel.
- Do not re-enter the building until authorized emergency personnel give the “all clear” signal.
- If you notice smoke or fire in your path, use alternative exit routes.
- If heat or flames block your exit routes, stay in the room with the door closed. Consider ways to signal for help. If possible, call 911 to advise authorities you are trapped in the building.
- Report all fires, even those which have been extinguished, to the NWSC Campus Monitor.



If you **MUST** use a fire extinguisher, remember to:

- P**ull the safety pin on the grip handle.
- A**im the nozzle at the base of the fire.
- S**queeze the handles all the way together.
- S**weep the extinguisher from side to side.

Hazardous Materials

Chemical Spills

Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill and no trained individuals are in the area:



- Do not walk into or touch any spilled material.
- Avoid inhaling fumes, smoke, and vapors, even if no hazardous materials are involved.
- Isolate the area by sealing it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Turn off space heaters and extinguish open flames in the area.
- Evacuate the affected area or building and do not re-enter the area until told to do so by authorized emergency personnel.
- Most chemicals are odorless, so remember just because you can't smell it doesn't mean it's not harming you.

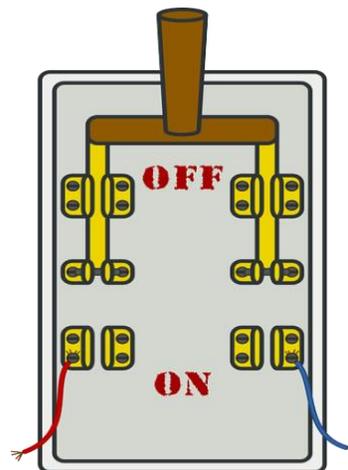
Utilities/Power Outage

In the event of a major utility failure, contact the Campus Monitor or nearest administrator.

- Remain calm; move cautiously to a lighted area.
- Turn off and unplug computers and other voltage-sensitive equipment.
- Provide assistance to others if necessary.

Electrical Outage

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.



Gas Leak/Unusual Odors

- Call the NWSC Campus Monitor.
- Cease all operations immediately.
- Evacuate as soon as possible.
- Do not use cell phones or other electronic equipment.
- Do not switch lights on or off.

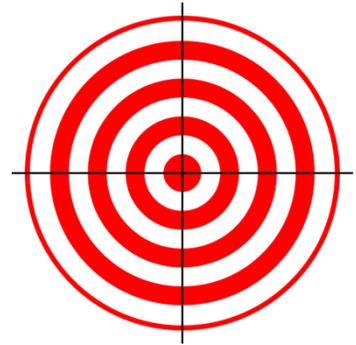
Flooding/Plumbing Failure

- Cease using all electrical equipment.
- Avoid contact with the water.
- Contact the NWSC Campus Monitor.

Shooting Incident

This type of incident is unpredictable, and your immediate response depends on the situation you encounter. If it is possible to do so safely, exit the building immediately, moving away from the immediate path of danger, and take the following steps:

1. Call 911 if you can.
2. Run: Evacuate to a safe area away from the danger and take protective cover; notify anyone you may encounter.
3. Hide: If not safe to evacuate, go to the nearest room.
 - Close and lock the door.
 - Turn off the lights.
 - Stay away from doors and windows.
 - Keep quiet. Silence your phone.
 - Stay there until assistance arrives.
4. Fight: If unable to evacuate or seek a secured location, then fight with everything you have in order to save your life.
5. Individuals not in harm's way are to take protective cover, staying away from windows and doors until notified otherwise.



Medical Emergency

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health.

After you have called 911, there are several things you can do until Emergency Responders arrive. These simple procedures will greatly aid the Emergency Responders and the patient they will treat.

- Provide first aid to the best of your ability.
- Use precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient is unresponsive, begin cardiopulmonary resuscitation (CPR).
- If not trained in CPR, perform hands-only CPR.
- Stay calm; do not get excited. Then reassure the patient that help is on the way.
- Make the patient as comfortable as possible.
- Clear the area for emergency responders if possible.
- If possible, identify any medication the patient is prescribed.
- Have someone meet the police officer and direct/lead them to the patient.



Suspicious Mail/Packages

If you see or are holding a suspicious package/object:

- Do not use a cell phone as it can trigger an explosive device.
- Call 911 from a landline.
- Evacuate others from the immediate area.
- If you are *holding* a suspicious package/object, gently set the item down on a solid surface or on the floor. If there is powder or liquid, try to set item down in a container, such as a trash can or bucket. Leave the immediate area.
- If you see a suspicious package/object, do not physically touch the object. Move away from suspicious items.
- Follow police instructions.

