

KNOX COLLEGE EMERGENCY PROCEDURES

EMERGENCY NUMBERS

Dial 911 to report an **IMMEDIATE EMERGENCY**

Dial 309-341-7979 (7979 from a campus phone) to contact Knox College Campus Safety

FIRE

- Alert others in the immediate area and activate the nearest fire alarm pull station.
- Don't fight the fire if you have not been trained or are unsure about what type of fire extinguisher to use.
- Exit the building and close doors behind you to help prevent the fire from spreading
- Call 911 and advise emergency personnel of size and location of the fire.
- Also advise emergency personnel if you know that someone is in the building.
- Do not re-enter the building that is on fire.

ACTIVE SHOOTER

- Stay in your building, proceed to a space that can be secured or barricaded, close and lock all windows and doors, barricade if possible, and turn off the lights.
- Get down on the floor and ensure that no one is visible from outside the room. Call 911. Silence all electronic devices.
- If the shooter enters your hall or room, try to remain calm, alert the police of the shooter's location. If it is not safe to speak, leave the line open so the dispatcher can hear what is happening.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the area of the shooter.
- Keep your hands empty and in plain view at all times for police officers.
- Follow the direction of the emergency personnel.

MEDICAL EMERGENCIES

- Check the scene for safety. If safe, check the victim for consciousness.
- Do not move a seriously injured person unless they are in an unsafe area. If they must be moved, move as a unit, supporting the head and neck.
- Call 911 and follow the dispatcher's instructions.
- Care for the illness or injury only within the scope of your training. Provide only the care that you are trained or certified to provide.

SHELTER IN PLACE

- Stay in the building. Close and lock all doors and windows.
- Move to an interior room or office, away from windows if possible.
- If safe to do so, turn off all fans, heating and air conditioning systems.
- Stay in place until emergency personnel notify you that it is safe to leave.

EVACUATE

- If the fire alarm sounds or you are notified by an official, evacuate using the nearest exit or alternative if nearest exit is unsafe.
- Assist others, including persons with disabilities, if safe to do so.
- Notify emergency personnel of the location of people who are still in the building or not accounted for.
- Do not return to the building or move to another location unless told to do so by officials.

SEVERE WEATHER

- Stay away from windows.
- Move to an interior room or hallway on the lowest floor.
- Close any doors.
- Remain in the safe area until all danger has passed.
- Follow directions given by emergency personnel.
- A **Watch** means severe weather is possible due to conditions. Monitor TV/Radio for updates. A **Warning** means severe weather has been reported—Seek Shelter.

BOMB THREAT

- If it is determined that an evacuation is necessary, EVACUATE the building
- DO NOT use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
- Check for, but do not disturb, unusual objects as you evacuate. Report your observations to the emergency personnel.
- If receiving the call, get as much information as possible pertaining to the appearance/location of the bomb and when it will detonate.
- Call 911 to report the threat.

CHEMICAL INCIDENTS

- Evacuate the spill area immediately.
- Secure the location (if possible).
- Isolate exposed individuals for decontamination, evaluation, and treatment.
- Call 911 to report the incident, and provide as much information as possible.

Concurrent with the Knox County Emergency Management Agency, Knox College tests its emergency notification system on the first Tuesday of each month.