

# Knox College

## Guidelines for Campus Emergencies

Revised January, 2012

## **Purpose**

This document provides guidelines for reacting to campus emergencies. These are only guidelines because crises demand immediate attention, are unpredictable, and require the on-the-spot use of common sense. The College's Senior Staff (and others as necessary) will manage emergencies and will react as quickly as possible under the circumstances to protect the health, safety, and property of the Knox Community. The President (or in his absence the Academic Dean, and down through the usual hierarchy) shall determine when to call together the Senior Staff for this purpose.

This document is in two parts. Part one consists of materials for Senior Staff: phone numbers and lists of considerations. Part two (available to the Knox community on the web site) consists of examples of possible emergencies and guidelines for reacting to them for those first on the scene as well as for Senior Staff.

## **Resources**

Knox has an Office of Campus Safety with one to three staff members on duty 24/7. In addition, Knox is located one block from the Police Station and Fire Department. The Fire Department spends time on site every summer relearning the campus. Galesburg has a Red Cross chapter, two hospitals and an ambulance service.

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## General Emergency Guidelines

- Get help – call 911 and ext. 7979 (Campus Safety) provide name, location, and facts
- Do not put yourself in danger
- Report suspicious person(s), action(s), or package(s)
- Person(s) sick or injured
  - Assess whether life threatening (for example, spurting blood, unconscious, loss of vital signs)
  - Only give aid that you are reasonably knowledgeable about
  - Do not move seriously injured person(s) unless they are in danger of further serious injury
  - Remove other people from area around injured person(s)
- Fire or other immediate danger – evacuate the building to the nearest safe location and begin taking attendance
- Tornado/earthquake
  - Take cover under desk or table or against interior wall away from windows
  - Kneel down, head down, arms and hands cover your eyes and head
- Once you are in a safe place, stay there; emergency personnel will come to you with directions on what to do next

## **Fire**

A fire may, or may not, include visible flames or strong odors of burning. The appropriate emergency action is for a person(s) to evacuate the building quickly and safely and notify the Fire Department by dialing 911 and then notify Campus Safety at ext. 7979.

### **For the person(s) discovering the fire**

- Extinguish the fire only if you have been trained and can do so safely and quickly
- If the fire cannot be extinguished
  - Confine the fire by closing the doors
  - Pull the nearest fire alarm and exit the building
  - Call the Fire Department at 911
  - Notify Campus Safety at ext. 7979

### **For occupants of the building**

Evacuation: Employees, students and guests are not allowed to fight fires and should evacuate the building immediately at the sound of an alarm. Evacuation should be made via the nearest safe exit. Employees and students are not allowed to alter their course of exit in order to search for or notify other occupants. Notification may only be made on the way to the closest exit.

Once you have exited the building, stay out. Under no circumstance is anyone allowed to enter or to re-enter a building that is in alarm. Re-entry can only be made after an “all-clear” signal is given by the Fire Department and the fire alarm system is re-set.

Respond to every alarm as if it were a real fire. Report information on false alarms to Campus Safety.

If conditions permit, close all doors as you leave in order to help contain the fire and smoke.

If you have to exit through smoke, crawl low to your exit keeping your head one or two feet above the floor, where the air will be cleanest.

Test doorknobs and spaces around the door with the back of your hand. If the door is warm, try another escape route. If it's cool, open it slowly. Slam it shut if smoke pours through.

Use the stairs; never use an elevator during a fire.

If you are trapped, call 911 and tell them your location. Seal your door with rags and signal from your window. Open windows slightly at the top and bottom, but close them if smoke comes in.

Hazardous equipment or processes, including laboratory experiments, should be shut down before leaving the building, unless doing so presents a greater hazard.

After you have left the building, go to the nearest safe location and begin taking attendance.

## **Violent Incident**

Violent incidents (including but not limited to acts of terrorism, assaults, and incidents of workplace violence) can occur on the College campus with little or no warning. It should be noted that the following instructions are intended for incidents that are of an emergency nature (i.e., imminent or having just occurred).

- Emergency situations should be reported to the Galesburg Police Department by dialing 911
  
- Then contact Campus Safety at ext. 7979
  
- When you call 911, be prepared to provide as much information as possible, such as the following
  - What is happening
  - The location
  - Who is involved
  - Type of weapon(s) involved, if any
  - Your name and location
  - The nature and extent of any known injuries and/or fatalities
  
- Should gunfire or discharged explosives occur on campus, take cover immediately using available concealment – warn others to stay out of the area if you can do so safely

## **Terrorism**

Colleges and universities are on the list of locations that are considered to be vulnerable to terrorists. In raising the warning level for potential terrorist attacks to orange, or high alert, the FBI director is calling upon us all to report any unusual activities and to review our own readiness to respond to an attack.

You can help improve campus safety by reporting any suspicious or unusual behavior (such as unauthorized people in restricted areas and abandoned parcels, bags, vehicles or other items) to Campus Safety at ext. 7979.

Be sure to carry your Knox College ID card at all times.

If you wish to learn more about how you can personally prepare for a critical incident, visit the Red Cross web site at [www.redcross.org](http://www.redcross.org)

## **What is a “Heightened Security State of Alert”?**

A heightened state of alert is a mindset that leads one to notice unusual or suspicious behavior/circumstances, and to report these observations to authorities in a logical, rational, and timely manner.

It is not intended to induce fear and panic. It is designed to have people go about their normal business while being particularly attentive to their surroundings. Be sure that normal security procedures are carefully followed.

Suspicious Behavior/Circumstances – be aware of and report

- People in buildings or areas who do not appear to be conducting legitimate business (loitering)
- Persons monitoring areas, buildings or entrances
- Unauthorized personnel in restricted, sensitive or private areas
- Persons who appear to have no need for it, requesting information
- Persons wearing clothing not consistent with the weather conditions at mass population events (bulky coat in warm weather, etc.)
- Persons abandoning parcels or other items in unusual locations, especially high traffic areas (pedestrian/vehicle)
- Persons attempting access to utility locations (water, electrical, petroleum, telecommunications, information systems)
- Multiple persons who appear to be working in unison, committing the above

## Vehicles – Be Alert To

- Abandoned vehicles
- Vehicles parked near buildings/public and common areas
- Unexpected/unfamiliar delivery trucks
- Unfamiliar vehicles parked for long periods of time
- Person in vehicles “casing” buildings/areas
- Vehicles operating in closed areas
- Vehicles containing unusual/suspicious parcels or material
- Vehicles arriving and being left behind at odd hours
- Substances leaking or spilling from vehicles

## Building/Office Security

- Don't prop open or compromise building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Account for and secure keys; don't leave them unattended or give to unauthorized persons. Report lost keys to Campus Safety.
- Secure all areas when not attended.
- Be aware of unfamiliar persons in or visitors to your office/residence hall/lab and so on.
- Be prepared. Take time out to familiarize yourself with building evacuation plans/routes.
- Report suspicious tampering with physical security (doors, locks, and so on).
- Talk with colleagues; know what is out of place (unclaimed items, and so on).

All Americans are, potentially, intended victims of terrorism. What can they do about that? Americans who live in large cities develop certain urban wariness – an instinctive alertness, a set of prudent strategies for minimizing dangers. A similar heightened alertness in times like these is in everyone's interest whether in a rural or urban area, or at home or abroad.

## Suspicious Package

In any instance in which a suspicious package or item is observed (e.g., a package, suitcase, knapsack, etc., whose appearance and/or location appears implausible), contact Campus Safety at ext. 7979. The importance of good housekeeping will be very apparent at this time; throughout the year, it is important to keep areas free of unnecessary debris.

Since the September 11, 2001, terrorist attacks and the subsequent anthrax cases in Florida, New York and Washington, there is heightened public concern about bio-terrorism. The following advice on precautions to take during this time of heightened security is based upon U.S. Postal Service guidelines. These steps are similar to normal precautions that should be followed as good mail-processing protocols.

### Inspecting and Opening Mail

- Common sense and care should be used in inspecting and opening mail or packages.
- Examine unopened envelopes for foreign bodies or powder.

### What constitutes a “suspicious parcel”?

Some typical characteristics Postal Inspectors have detected over the years which ought to trigger suspicion include parcels or envelopes that

- Are unexpected or from someone unfamiliar to you
- Are addressed to someone no longer at your address
- Bear no return address, or one that cannot be verified as legitimate
- Are of unusual weight, given its size, or are lopsided or lumpy
- Exhibit protruding wires, strange odors, stains, or crystallized material
- Exhibit a city or state in the postmark that does not match the return address
- Have excessive postage, no postage, or non-canceled postage

- Are packaged using excessive amounts of tape or string
- Have improper spelling of common names, places or titles

What should I do if I have received a suspicious parcel in the mail?

- Do not try to open the parcel
- Isolate the parcel
- Leave the immediate area and call Campus Safety at ext. 7979

What should I do if I open a parcel containing a suspicious substance?

- Cover parcel immediately (with a plastic container, wastebasket, plastic bag, paper, article of clothing, or anything else available)
- Call Campus Safety at ext. 7979 for further instructions

## **Bomb Threat**

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible; this is evidence that should be turned over to Campus Safety. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

- Remain calm and immediately refer to the bomb threat checklist that follows. If applicable, pay attention to your telephone display and record the information shown on the display window.
- The objective is to keep the caller on the line as long as possible to gather as much information as possible. Try not to anger the caller at any time.
- While engaging the caller, pay attention to any background noise and distinctive sounds such as machinery, traffic, other voices, music, television, and so on.
- Note any characteristics of the caller's voice such as gender, age, education, accent, and so on.
- Attempt to obtain information on the location of the device: building, floor, room or any other descriptive information.
- Immediately after the caller has disconnected, contact the police at 911 and then notify Campus Safety at ext. 7979.
- If the threat was left on your voice mail, do not erase it.

## Telephone Bomb Threat Checklist

Keep Calm – do not get excited or excite others.

Time Call Received \_\_\_\_\_ am/pm      Terminated \_\_\_\_\_ am/pm

Exact Word(s) of Caller \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delay – Ask Caller to Repeat

### Questions You Should Ask

- What time is the bomb set to explode? \_\_\_\_\_
- Where is the bomb located? Floor \_\_\_\_\_ Area \_\_\_\_\_
- What kind of a bomb is it? \_\_\_\_\_
- Can you describe the bomb? \_\_\_\_\_
- Why kill or injure innocent people? \_\_\_\_\_

### Voice Description

- |                                 |                                  |                                      |                                  |
|---------------------------------|----------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Calm    | <input type="checkbox"/> Young       | <input type="checkbox"/> Refined |
| <input type="checkbox"/> Male   | <input type="checkbox"/> Nervous | <input type="checkbox"/> Middle-Aged | <input type="checkbox"/> Rough   |
|                                 |                                  | <input type="checkbox"/> Old         |                                  |

### Other Descriptors

Accent yes no      Describe \_\_\_\_\_

Speech Impediment yes no      Describe \_\_\_\_\_

Unusual/Repeated Phrases \_\_\_\_\_

Recognize Voice? If so, whom do you think it was? \_\_\_\_\_

Background Noise

Music       Running Motor (Type) \_\_\_\_\_

Traffic       Whistles       Bells

Horns       Aircraft       Tape Recorder

Machinery                       Other \_\_\_\_\_

Additional Information

- Did the caller indicate knowledge of the facility? If so, how? In what way? \_

\_\_\_\_\_  
\_\_\_\_\_

- What line did call come in on? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Is number listed?  yes  no      Private Number – Whose? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## **Explosion**

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat and/or smoke, falling glass or debris, or other building damage.

Evacuate the building as quickly and calmly as possible and call 911; then notify Campus Safety at ext. 7979.

If debris is falling, take refuge, for example, under a sturdy table or desk.

If there is a fire, stay low to the floor and exit the building as quickly as possible.

If you are trapped in debris, tap on something so that rescuers can hear where you are.

Assist others in exiting the building and move to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews.

Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

## **Hazardous Materials**

A hazardous materials incident may be a spill or release of chemicals inside a building or into the environment. Such an incident may affect only a portion of campus, the entire campus, or the entire region. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e. the city Fire Department and HAZMAT Team. The College does not have a fire department or HAZMAT Team. Therefore, in case of a major spill or emergency do the following.

- Dial 911 and then ext. 7979
- Evacuate the affected area and stay upwind of the event
- Wait for and provide information to responders
- When reporting the spillage, be as specific as you can about the nature of the involved material and the exact location

## **Civil Disturbance or Demonstration**

Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless one or more of the following conditions exists as a result of the demonstration.

- Disruption of the normal operations of the College.
- Obstructing access to offices, buildings, or other College facilities.
- Threat of physical harm to person(s) or damage to College facilities.
- Willful demonstrations within the interior of any College building or structure, except as specifically authorized and as subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into, or occupation of, any College room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any College property, equipment, or facilities.

### **Peaceful, Non-Obstructive Protest**

- Generally, peaceful protests should not be interrupted. Protesters should not be obstructed or provoked and efforts should be made to conduct College business as normally as possible.

### **Disruptive Protest**

- In the event that a protest blocks access to College facilities or interferes with the operation of the College, the Vice President for Student Development or his/her designee will go to the area and ask the protesters to leave or to discontinue the disruptive activities. Efforts will be made to explain the situation to the protesters and to make them aware that such action is a violation of the Student Handbook.

## Violent Protest

In the event that a violent protest in which injury to person(s) or property occurs or appears imminent, the following should occur.

- Campus Safety should be notified immediately at ext. 7979. They will in turn contact the Vice President for Student Development and other key administrators.
- If possible and appropriate, an attempt should be made to communicate with the protesters to convince them to desist in order to avoid a possible violent confrontation.
- If advisable, the Vice President for Student Development will alert the President.
- The President will determine any further actions, including whether to contact law enforcement officials.

## **Infrastructure Failure**

From time to time the campus may experience infrastructure problems. These problems could involve electricity, computer, steam, water or gas, telephone failures, and/or interruption of deliveries. Specific interventions will vary depending on the nature and scope of the infrastructure failure. The Senior Staff will collect all available information concerning the event and will formulate a plan of action.

## Severe Weather – Tornadoes, Thunderstorms, Snowstorms

### Severe Weather Watches and Warnings Definitions

**Tornado Watch:** Conditions are conducive to the development of tornadoes in and close to the watch area.

**Tornado Warning:** A tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent in the warning area. Knox County Emergency Management will initiate a siren, or steady tone, for a period of three to five minutes. When you hear this siren, take cover immediately – danger is imminent. When the siren shuts off, it does NOT mean the warning is done. Please listen to a battery-operated radio or wait for an “all clear” signal from College officials before leaving the basement or other designated area.

### Procedure During a Tornado Warning

- Remain calm and avoid panic.
- Go to an area of safety
  - Areas of safety in a building: Proceed to the basement, if there is one, and take immediate cover away from windows. If no basement, take cover on the ground level in an interior corridor away from windows.
  - Areas to avoid: Stay clear of windows, corridors with windows, or large free-standing expanses.
  - If outside: Stay out of automobiles and away from trees and power lines; attempt to take cover in low-lying areas such as a drainage ditch.
- DO NOT use elevators during a tornado warning.
- Close all doors, including main corridors, making sure they latch.
- Crouch near the floor or under heavy, well supported objects and cover your head.
- Persons with mobility concerns should go to an area of safety at the time of a tornado watch. DO NOT wait for a tornado warning.

Severe Thunderstorm Watch: Conditions are conducive to the development of severe thunderstorms in and close to the watch area.

Severe Thunderstorm Warning: A severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area. Heavy lightning and winds are common during these storms.

Members of the community should stay indoors during severe weather.

## Campus Closure

When weather conditions (e.g., snow, storms) are so extreme that the administration decides it is necessary to postpone or cancel any College activity, the public will be notified as follows:

- The President or his designee will make the decision to postpone activities or to close the College.
- When weather is severe enough to raise questions of a campus closing, the Public Relations Office will contact local radio stations to announce that there is a postponement or closing (WGIL-1400 AM, WAIK-1590 AM, WKAY-FM 105.3, WLSR-FM 92.7, and WIUM-FM 91.3). The Public Relations office also will issue a notice on the Knox Web site ([www.knox.edu](http://www.knox.edu)) and the main campus phone line (341-7000).
- Each department or office also is responsible for notifying its members.

In the event the College closes, all employees will be paid for their regular working shifts. Employees performing essential functions may be required to work their regular hours during a closure.

- Hourly employees who are required to work during a closure will be paid for their regular working shift at their regular rate of pay. In addition, they will receive their regular rate of pay for actual hours worked, or 1½ times their regular rate of pay for hours worked that exceed their overtime threshold for the week.

Typically, essential employees required to be on campus during a closure would include the following:

- Campus Safety staff (at the Director's discretion)
- Facilities Services staff (at the Director's discretion)
- Dining Services staff, if responsible for feeding students (at the Director's discretion)

In other areas, essential functions that need to be performed and how they will be done will be determined by the supervisor and will depend on the circumstances surrounding the closure.