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Emergency Phone Numbers

To report any police, fire or medical emergency:
Dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone.

In the event of a fire, activate the building’s fire alarm system BEFORE calling an emergency number. Evacuate the building immediately!

When calling an emergency number:
- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- Do not hang up until the dispatcher tells you to do so.

NOTE: Building or department-specific information may differ from the details offered in this guide. Please see the back section of this guide for details.

Emergency Phone Numbers
Cicero Police (708) 652-2130
Cicero Fire (708) 652-0174
**Flooding**

In case of imminent or actual flooding:
Flooding can occur due to major rainstorms, water main breaks, or loss of power to sump pumps.

1. If you can do so safely:
   - Secure vital equipment, records, and hazardous materials by moving it to higher, safer ground.
   - Shut off all non-essential electrical equipment.
   - Wait for instructions from Campus Safety or Facilities and Services.

2. Move all personnel to a safe area, away from the building in danger. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.

3. Do not return to the building until instructed to do so by Campus Safety or Facilities and Services.

4. Call Facilities and Services for assistance with flood clean-up, Ext. 220.
Civil Disturbance

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

In the event of a civil disturbance:
- Dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone.
- Provide the address, location, and all possible details to the dispatcher.
- Do not provoke or become involved in the disturbance.
- Secure your work area, log off computers, and secure sensitive files, if safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.
Gas Leak - Fumes - Vapors

If you detect natural gas, fumes or vapors:
- To report a situation, dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone.
- Clear the area immediately if instructed to do so by the emergency dispatcher, providing assistance to those with special needs.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

If a building or area evacuation is ordered by the emergency responders:
- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately, avoiding the use of elevators unless necessary.
- Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Report to your department's designated gathering point to be accounted for.

Emergency Phone Number
Nicor Gas (888) 642-6748
Background Information for departments developing this guide for their Emergency Operation Plan – Each individual is responsible for their own safety. In any response to an “active threat” on the Morton College Campus, the Department of Campus Safety will implement any and all means necessary to neutralize the threat. The Morton College Police Department will utilize all resources both on a proactive and reactive basis to ensure the safety of our campus community; in most cases a response to an “active threat” will involve a coordinated response from multiple law enforcement agencies. Remember, campus emergency preparedness is everyone’s concern! A significant number of issues regarding personal safety are included in this guide.

Introduction:

1. Description: An “active threat” is defined as any incident which by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community.
2. Types of “active threats”:
   a. Active Shooter
   b. Hostage/barricaded subject
   c. Sniper
   d. Suicide/Homicide bomber
   e. Known or suspected terrorist threat (biological/chemical threat)

Notification Procedures:

In the event that an “active threat” becomes apparent in any campus location (internal or external) the threat should be reported immediately (as soon as it is safe to do so) through one of the mechanisms that follow:

1. Call 9-1-1 (from non-campus phone)
2. Call Ext. 200

Campus notification procedures:

Following is a list of existing campus systems for notification to faculty, staff, students and their parents in the event that an “active threat” would be identified on the college campus. The system listed here represents the primary means which the campus will use to send safety information to the general campus population. Options 1, 2, &3 may be activated almost simultaneously.

The Morton College Campus will use the following systems (listed in priority order) to notify campus faculty, staff, students and their parents of an existing “active threat” to Morton College.

1. Emergency Communications (Loudspeaker)
2. Email/text
3. Internet – website
4. Phone tree

In addition to the above means of communication, the College will also seek to use public mass media (radio and TV) for appropriate announcements to keep the college campus informed.

Individuals are encouraged to minimize the use of personal cell phones unless it is to report on the status of the incident to assure their personal safety or the safety or others. Mass use of cell phone systems typically result in system overloads and the general failure of the system until traffic diminishes.

Departmental notification procedures:

College/School/Departments should develop internal notification systems and practice/exercise them routinely at least twice a year. Internal contact lists should be reviewed at least twice a year to be kept current and the unit should...
assure that contact information held at the Campus Safety is current. The following text is suggested for inclusion in the unit Emergency Operation Plan.
The College/School/Department has established an internal notification system to keep their staff informed on the status of any “active threat”. Systems that will be used to inform staff of the initiation of an “active threat” situation include:
• Internal phone trees;
• Radio systems;
• Public address systems;
• Bull horns, or;
• Air horns.

Note: if a non-traditional form of communication is used as an alert mechanism, each staff person must be trained to respond appropriately and to recognize the alert.

For detailed information on the actual contact list, either include that information here or refer to an existing appendix (if one exists). Information on the specifics for implementing these systems need to be clearly defined to assure that the activation process is understood. Redundancy is recommended to assure that if the person to whom this responsibility has been assigned is absent from work, there is someone else who can fulfill that responsibility and he/she clearly understands the process.

Notification to persons occupying public space:
Departments are encouraged to review the areas surrounding their departmental space to include public spaces in their notification procedures. Such areas include classrooms, seminar rooms, conference rooms, lecture rooms, lounges, and restrooms. During an “active threat” situation, there is no guarantee that persons occupying such space will receive a notification that an “active threat’ exists. Therefore, departments are encouraged to establish mechanisms to notify persons in these areas (as long as it is safe to do so) of the status of an active threat situation. In buildings where there are multiple departments the coordination of these procedures will reduce the responsibility on any single department. In this section, the department can include a listing of those spaces and an assignment of responsibility to notify persons who occupy those spaces of an existing “active threat”.

Guidelines for Protection
The following guidelines are intended to provide information to individuals who have found shelter and/or found themselves engaged in an “active threat” situation. They are intended to improve both individual and group levels of personal safety.

“Active threat” situations are very dynamic and they evolve quickly. Individuals need to assess their situation and be prepared to make decisions in a matter of seconds. An “active threat” situation typically does not last for a long period of time unless it evolves into a hostage situation.

Individual/Group Safety:
1. Stay calm and assess the situation, determine the location of the threat if possible;
2. Call Ext. 200 and 9-1-1 as soon as it is safe to do so;
3. Evacuate the area by a safe route if possible, if not seek an area of safe refuge. If it is known that the threat is of a chemical or biological nature and the decision is made to evacuate, be sure to evacuate to an area that is either uphill (higher ground or at least in the opposite direction from the prevailing wind. Do not evacuate in the direction that the wind is blowing during such attack or threat.
4. If you must seek a safe refuge, secure all doors and windows as quickly as possible and barricade as many items between you and the threat as possible (i.e. tablet arm chairs, tables, cabinets, etc.)
5. Render first aid to injured persons that may be in or near your area. Do this so long as it is safe to do so. Simple first aid includes applying direct pressure to the wound and elevate if possible. (include other first aid items here)
6. Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.

7. If you must have contact with the individual posing the threat, attempt to find some cover (solid objects) to place between you and the individual.

8. Once in a secure location, DO NOT open the door for anyone but the Police. This included others seeking refuge, as this may be a ploy by the attacker to gain access.

9. DO NOT approach police officers as they attempt to locate and neutralize the threat. During this time, the officers are trained to seek out and respond to the threat, which could include the use of deadly force. They are not able to assist with the evacuation or medical assistance to injured parties. Once the threat has been neutralized, the officers will return immediately to organizing the evacuation of the facility and obtaining or providing emergency medical procedures.

The following text is optional for units to include in their “active threat” preparedness.

10. IMPORTANT: During “active threat” situations, the decision to resist the threat is an individual decision that no one person can make for anyone else. An aggressive resistance may assist with your personal safety, the safety of the group, and increase the chances of survival. There are NO guarantees when offering resistance that NO one will be injured.

Recommended Best Practices:

1. Be prepared and aware of your environment! Anticipate the unexpected.

2. Implement “active threat” preparedness into each department’s emergency operations plan.

3. Practice these emergency operations plan once implemented so each department will have general guidelines on how to react in a crisis.

4. Monitor co-workers and others for signs of stress or severe depression. Report any concerns to your supervisor.

5. Early detection of individuals having personal or family problems or demonstrating odd or threatening behavior is the best method for reducing the likelihood of “active threat” events.
Suspicious Package

If you receive or discover a suspicious package or device:
DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!
IMMEDIATELY DIAL EXT. 200 OR 9-911 FROM ANY CAMPUS PHONE OR
911 FROM A NON-CAMPUS PHONE.
*Do not use a cell phone within 300 feet of the suspicious package.

What constitutes a suspicious letter or parcel?

Some typical characteristics which ought to trigger suspicion include letters or parcels that:
- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can’t be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as “Personal” or “Confidential.”
- Have strange odors or stains.

What to do if you receive a suspicious package or parcel:
- Handle with care. Do not shake or bump.
- Isolate it immediately.
- Don’t open, smell, touch, or taste.
- Treat it as suspect. Call local law enforcement authorities.
In the event of a power outage, most buildings are provided with emergency lighting to aid in the safe evacuation of the building.

To report a localized power outage, contact Facilities and Services at Ext. 220. After normal business hours, this number will be answered by the Division of Campus Safety.

**Be prepared:**
- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

**In the event of a large-scale power outage:**
- Remain calm.
- Follow directions provided by Campus Safety through the established campus communications systems.
- If building evacuation becomes necessary, seek out persons with special needs and provide assistance if possible. If additional assistance is necessary, contact Campus Safety at Ext. 200.
- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting.
- Unplug electrical equipment, including computers, and turn off the light switches.

**If people are trapped in an elevator:**
- If you are able to communicate with them, let the passengers know help has been summoned.
- Dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers if safe to do so, until emergency responders are on site and the elevator is identified.
**Tornado and Weather Emergencies**

**Tornado Watch** means tornadoes are possible in your area. Remain alert for approaching storms, and be prepared to seek shelter.

**Tornado Warning** means a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. Move to your pre-designated place of safety immediately!

**Severe Thunderstorm Watch** means severe thunderstorms are possible in your area.

**Severe Thunderstorm Warning** means a severe thunderstorm is imminent or has been indicated by Doppler radar or reported by storm spotters.

Tornado sirens are sounded for those areas in the path of the tornado throughout the Cook County area. These sirens are intended to be heard outside of buildings and are not designed to be heard inside every building. It is recommended that each building and/or department purchase a NOAA Weather Radio with a battery backup and tone-alert feature that automatically alerts you when a Watch or Warning is issued. Purchase a battery-powered commercial radio and extra batteries as well.

**What to do during a tornado warning:**
When the tornado sirens sound or a tornado has been sighted, go to a safe shelter immediately.

1. Move to a pre-designated shelter, such as a basement. Assist those with special needs in getting to the shelter area.
2. Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay away from windows and open spaces. Stay there until the danger has passed.
3. If there is no basement, go to an interior room on the lowest level (closets, interior hallways, or restrooms). Do not open windows.
4. In a high-rise building, go to a small, interior room or hallway with no windows on the lowest floor possible.
5. Get out of vehicles, trailers, and mobile homes immediately and go to the lowest floor of a sturdy nearby building or a storm shelter.
6. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.
7. Never try to outrun a tornado in a car or truck; instead, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.
8. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Do not call 911 unless you need to report an emergency, such as a fire, medical emergency or severe building damage. 911 lines need to be kept open and available for emergency calls.
Suicide Threat - Psychological Emergency

If it appears an individual may cause harm to themselves or to others: Dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone.

Available Resources for students, faculty and staff include the following:

Crisis Line
This 24-hour telephone counseling service is available for individuals experiencing crisis and seeking counseling, support and/or referral for additional services. Call the Fillmore Center at (708) 795-4800. This service is available 24 hours a day, 365 days a year.
Crime Prevention and Resources

If you witness a crime:
- If you witness a crime or become a victim of a crime, dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone to report the incident to the police.
- If you observe a perpetrator commit a crime, do not block their avenue of escape. Instead, get a good description of the perpetrator, note their direction of travel, and obtain vehicle information if pertinent.
- Do not follow the perpetrator. Let the perpetrator leave the scene. If followed, the perpetrator may panic and cause you harm.

Personal safety tips:
- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call the police.
- In the event that a suspicious person is seen roaming around, or suspicious calls are received, contact the police department immediately.
- Always keep the door to your room locked when you are working alone.
- Don’t investigate a suspicious person or noise outside by yourself.
- Keep a list of emergency numbers with you.
- Never walk alone at night. Walk in an alert and confident manner, and actively pay attention to your surroundings.
- Choose the best lit, most traveled paths when walking.
- Take a self-defense course.

Resource information:
- Emergency from a non-campus phone: 911
- Emergency from any campus phone: Ext. 200 or 9-911
- Cicero Police non-emergency: (708) 652-2130
Hazardous Materials - Pollutants Incident

If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel, or oil) spill, incident, or release for which assistance is needed:

- If the incident is indoors, close all doors to isolate the area if it is safe to do so.
- From a safe area, dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone.
- Be prepared to provide the following information regarding the spill or release:
  - Name of the material
  - Quantity of material
  - Time of the incident
  - Location of the incident
  - If anyone is injured or exposed to material
  - If a fire or explosion is involved
  - Your name, phone number, and location
- Follow instructions provided by the emergency responders.
- Arrange for someone to meet the emergency responders.
- Evacuate, if necessary. Remain in a safe designated area until released by emergency responders.
- Present the Material Safety Data Sheet of involved substances to emergency responders if this information is available.

Do not attempt to clean up a spill or release unless you are trained to do so and have the proper equipment.

If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:

- Clear the area immediately if instructed to do so by the emergency providers, providing assistance to those with special needs.
- When evacuating, move crosswind, never directly with or against the wind.
- Take roll call of your unit, and report head counts to your unit head.

If you observe what you believe to be an unauthorized release of any pollutants to the environment, call the Campus Public Safety immediately at (708) 656-8000, Ext. 200.
Dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone:
If you suspect a head or spinal injury, DO NOT MOVE the victim unless there is an immediately life-threatening emergency.

Cardiopulmonary resuscitation (CPR)
1. Assess the situation:
   - Is the person conscious or unconscious?
   - If the person appears unconscious, tap or shake his shoulder and ask loudly, “Are you OK?”
   - If the person doesn’t respond, dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone and then follow the steps below.

2. Locate an Automatic External Defibrillator (AED) if one is immediately available.
   - Use the AED as you have been trained to do and as outlined on the device.

3. To perform CPR if you are trained:
   - Position the person so you can check for signs of life by laying the person flat on their back on a firm surface and extending the neck.
   - Open the person’s mouth and airway by lifting the chin forward.
   - Determine whether the person is breathing by simultaneously listening for breath sounds, feeling for air motion on your cheek and ear, and looking for chest motion.
   - If the person is not breathing, pinch his or her nostrils closed, make a seal around the mouth and breathe into his or her mouth twice. Give one breath every five seconds - 12 breaths each minute - and completely refill your lungs after each breath.
   - If there are no signs of life - no response, movement, or breathing - begin chest compressions. Place your hands over the lower part of the breastbone, keep your elbows straight and position your shoulders directly above your hands to make the best use of your weight.
   - Push down 1 1/2 to 2 inches at a rate of 80 to 100 times a minute. The pushing down and letting up phase of each cycle should be equal in duration. Don’t jab down and relax. After 15 compressions, breathe into the person’s mouth twice.
   - After every four cycles of 15 compressions and two breaths, recheck for signs of life. Continue the rescue maneuvers as long as there are no signs of life.

To perform CPR on a baby:
   - Cover the mouth and nose with your mouth.
   - Give one breath for every five chest compressions.
   - Compress the chest 1/2 to 1 inch at least 100 times a minute, using only two fingers.

*(Medical emergency information continues on the next page)*
To Control Bleeding:

1. **Have the injured person lie down.** If possible, position the person’s head slightly lower than the trunk or elevate the legs. This position reduces the risk of fainting by increasing blood flow to the brain. If also possible, elevate the site of bleeding.

2. **Remove any obvious dirt or debris from the wound.** Don’t remove any large or more deeply embedded objects. Don’t probe the wound or attempt to clean it at this point. Your principal concern is to stop the bleeding.

3. **Apply pressure directly on the wound.** Use a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.

4. **Maintain pressure until the bleeding stops.** When it does, bind the wound tightly with a bandage (or even a piece of clean clothing) and adhesive tape.

5. **Don’t reposition displaced organs.** If the wound is abdominal and organs have been displaced, don’t try to reposition them. Cover the wound with a dressing.

6. **Don’t remove the gauze or bandage.** If the bleeding continues and seeps through the gauze or other material you are holding on the wound, don’t remove it. Instead, add more absorbent material on top of it.

7. **Squeeze a main artery if necessary.** If the bleeding doesn’t stop with direct pressure, apply pressure to the artery delivering blood to the area of the wound. Pressure points of the arm are on the inside of the arm just above the elbow and just below the armpit. Pressure points of the leg are just behind the knee and in the groin. Squeeze the main artery in these areas against the bone. Keep your fingers flat. With your other hand, continue to exert pressure on the wound itself.

8. **Immobilize the injured body part once the bleeding has stopped.** Leave the bandages in place and get the injured person to the emergency room as soon as possible.

**Chemical Burns:**

If a chemical burns the skin, follow these steps:

1. **Remove the cause of the burn** by flushing the chemicals off the skin surface with cool, running water for 20 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin without exposing yourself before flushing.

2. **Remove clothing or jewelry** that has been contaminated by the chemical.

3. **Consider using a lotion,** such as one containing aloe vera, to prevent drying and to make the skin feel more comfortable.

4. **Wrap the burned area** with a dry, sterile dressing or a clean cloth.

5. **Rinse the burn again** for several more minutes if the victim complains of increased burning after the initial washing.

Minor chemical burns usually heal without further treatment.

*(Medical emergency information continues on the next page)*
Seek emergency medical assistance if:

- The victim has signs of shock, such as fainting, pale complexion, or breathing in a notably shallow manner.
- The chemical burned through the first layer of skin and the resulting second-degree burn covers an area more than 2 to 3 inches in diameter.
- The chemical burn occurred on the eye, hands, feet, face, groin, or buttocks or over a major joint.

If you’re unsure whether a substance is toxic, call the Poison Control Centers at (800) 222-1222. If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.

Burns:
To distinguish a minor burn from a serious burn, the first step is to determine the degree and the extent of damage to body tissues. These three classifications will help you determine emergency care:

First-degree
The least serious burns are those in which only the outer layer of skin (epidermis) is burned. The skin is usually red, with swelling and pain sometimes present. The outer layer of skin hasn’t been burned through. Treat a first-degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin, or buttocks or a major joint.

Second-degree
When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned, the injury is termed second-degree burn. Blisters develop and the skin takes on an intensely reddened, splotchy appearance. Second-degree burns produce severe pain and swelling. If the second-degree burn is no larger than 2 to 3 inches in diameter, treat it as a minor burn. If the burned area is larger or if the burn is on the hands, feet, face, groin, or buttocks or over a major joint, get medical help immediately.

(Medical emergency information continues on the next page)
For minor burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:

**Cool the burn.** Hold the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Cooling the burn reduces swelling by conducting heat away from the skin. Don't put ice on the burn.

**Consider a lotion.** Once a burn is completely cooled, applying an aloe vera lotion, a triple antibiotic ointment, or a moisturizer prevents drying and makes you feel more comfortable.

**Cover the burn with a sterile gauze bandage.** Don't use fluffy cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on burned skin. Bandaging keeps air off the area, reduces pain, and protects blistered skin.

**Take an over-the-counter pain reliever.** These include aspirin, ibuprofen (Advil, Motrin, others), naproxen (Aleve) or acetaminophen (Tylenol, others).

**Caution:**

**Don’t use ice.** Putting ice directly on a burn can cause frostbite, further damaging your skin.

**Don’t break blisters.** Fluid-filled blisters protect against infection. If blisters break, wash the area with mild soap and water, then apply an antibiotic ointment and a gauze bandage. Clean and change dressings daily. Antibiotic ointments don’t make the burn heal faster, but they can discourage infection. Certain ingredients in some ointments can cause a mild rash in some people. If a rash appears, stop using the ointment. If it’s a major burn, don’t apply any ointment at all (see below).

**Third-degree**

The most serious burns are painless and involve all layers of the skin. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

**For major burns,** dial the following numbers: Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone. Until an emergency unit arrives, follow these steps:

1. **Don’t remove burnt clothing.** However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.

2. **Make sure the burn victim is breathing.** If breathing has stopped or you suspect the person’s airway is blocked try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR).

3. **Cover the area of the burn.** Use a cool, moist sterile bandage or clean cloth.

**For additional first aid information:** http://www.mayoclinic.com/findinformation/firstaidandselfcare/index.cfm
If a bomb threat is received:

- Stay calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, point to this information and have that person dial Ext. 200 or 9-911 from another campus phone or 911 from a non-campus phone. This call should be made out of hearing range from the caller.
- Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located on the next page.
- Ask check sheet questions.
- Assist emergency responders with a search of the area if requested.
- Provide for an orderly evacuation only when ordered by emergency personnel.

*Bomb Threat Check Sheet is provided on the next page.*
Exact time of call _______________________________________________________________

Exact words of caller ____________________________________________________________

Questions to ask:

1. When is bomb going to explode? ______________________________________________

2. Where is the bomb? __________________________________________________________

3. What does it look like? ______________________________________________________

4. What kind of bomb is it? ____________________________________________________

5. What will cause it to explode? _______________________________________________

6. Did you place the bomb? ____________________________________________________

7. Why? _____________________________________________________________________

8. Where are you calling from? ________________________________________________

9. What is your address? _______________________________________________________ 

10. What is your name? _________________________________________________________

Caller’s voice: (circle)

- Calm
- Disguised
- Nasal
- Angry
- Broken

- Stutter
- Slow
- Sincere
- Lisp
- Rapid

- Giggling
- Deep
- Crying
- Squeaky
- Excited

- Stressed
- Accent
- Loud
- Slurred
- Normal

If voice is familiar, whom did it sound like? _______________________________________

Were there any background noises? ______________________________________________

Remarks _________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Person receiving call: ___________________________________________________________

Telephone number call received at: _______________________________________________

Date: _______________________________________________________________________

Report call immediately by dialing Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone.
Earthquakes

The following are some helpful tips that should be practiced daily to help prepare for an earthquake:

- Identify what equipment you should shut down if time permits.
- Look around your area and decide where the safe spots are, under sturdy tables, desks or against inside walls.
- Determine where the danger areas are: near windows, hanging objects, tall unsecured furniture (bookcases, cabinets, appliances), chemical sites. Most casualties in earthquakes result from falling materials.
- Store flammable and hazardous chemicals in proper cabinets.
- Keep breakables and heavy objects on lower shelves whenever possible.
- Make sure latches on cabinets, process tanks, storage tanks, and closets are secured.

Safety Tips

- Stay indoors if already there. If you’re in a high-rise building, do not use elevators.
- If you’re outdoors, stay in the open, away from buildings, trees, and power lines. Don’t go near anything where there is a danger of falling debris.

Emergency Procedures

After an earthquake, follow these guidelines:

- Check for injuries and follow first-aid procedures.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks, or even a series of aftershocks, are common after earthquakes and may last for a few seconds to perhaps as long as 5 minutes or more.
- Don’t re-enter damaged buildings. Aftershocks could knock them down.
- In the event of a fire or personal injury, go to the nearest safe telephone to call for help.
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source.
  - If you do enter a building, use atmospheric testing equipment to check for leaking chemical or gas lines.
  - If problems are detected, leave the building immediately and notify your supervisor, an emergency responder or 911 from a working cell phone or off campus land line phone.
  - If phones are working you may also dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone.
Fire / Fire Extinguisher Use

Immediately activate the building’s fire alarm system. 
Evacuate the building unless otherwise notified. 
Dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone. 

If you discover a fire:
1. Manually activate the building’s fire alarm system.
2. Immediately evacuate the building, closing doors and windows behind you.
3. **DO NOT USE THE ELEVATORS.**
4. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
5. Report to your department’s designated gathering point to be accounted for.
6. Dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone.

Once the fire alarm is activated:
1. Walk quickly to the nearest exit. Do not use the elevators.
2. If you are able, help those who need special assistance.
3. Notify fire personnel if you believe someone may still be in the building.
4. Gather away from the building and emergency responders at a pre-designated location. DO NOT re-enter the building until the fire department has cleared the scene.

If caught in smoke:
1. Do not breathe the smoke!
2. Drop to your knees and crawl to the closest safe exit.
3. Breathe through your nose, and use a shirt or towel to breathe through, if possible.

If trapped in a building:
1. Close all doors and windows.
2. Wet and place cloth material around and under the door to prevent smoke from entering.
3. Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

**USING A FIRE EXTINGUISHER:**
1. Report the fire first (Dial Ext. 200 or 9-911 from any campus phone or 911 from a non-campus phone).
2. Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
3. If you have any doubt of your ability to fight the fire, exit immediately.
4. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the **PASS** method.
   - **P**ull the pin. This will break the tamper seal if one is provided.
   - **A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
   - **S**queeze the handle to release the extinguishing agent.
   - **S**weep from side to side at the base of the fire until the fire is out. Watch the area. If the fire re-ignites, repeat the steps above.
Reporting Emergencies: Dial Ext. 200 or 9-911 from any campus phone or dial 911 from a non-campus phone.

The designated safe area(s) in this building for tornado sheltering is:

1. 
2. 
3. 
4. 

For assistance in designating safe shelter areas in your building please contact the F&S Code Compliance and Fire Safety Section of the Cicero Fire Department at (708) 652-0174 or the Office of Campus Emergency Planning at (708) 656-8000, Ext. 220.

Evacuation - in the event it becomes necessary to evacuate this facility, the designated gathering point is:

Specific hazards/controls for this location include: