

HOW TO STAY SAFE

CHICAGO
STATE
UNIVERSITY

EMERGENCY RESPONSE GUIDE

Chicago State University
Police Department



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I have reviewed Chicago State University Police Department's "*How to Stay Safe*" *Emergency Response Guide*, and I approve this guide as a resource for members of the campus community to prepare for possible emergencies and respond to them more quickly and effectively.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wayne Watson', is written over a large, loopy flourish that extends across the width of the signature area.

Wayne Watson, Ph.D.

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**You already have what you need
to be safer at school.
Chicago State is the first
Illinois campus where you can
transform your cell phone into a**



**Bodyguard
Panic Button
Lifeline**

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Making a Safe Campus Safer

**To receive this FREE service, visit:
www.getrave.com/login/csu**

You already have what you need to be safer at school. Chicago State is the first Illinois campus where you can transform your cell phone into a bodyguard, panic button and lifeline with Rave Guardian—making a safe campus safer. To receive this free service, visit: www.getrave.com/login/csu.

Emergency Phone Numbers

All emergencies occurring on campus, life threatening and non-life threatening should be reported to the campus police by calling **ext. 2111** from any campus phone and either **911** or **(773) 995-2111** from a cell phone.

When calling 911

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

In the event of a fire

- **Activate** the building's fire alarm system **BEFORE calling 911.**
- **Evacuate** the building immediately!

Media Relations Notice

Only spokespersons from the Office of University Relations are authorized to represent the University to the media. Refer all media inquiries to the Office at **(773) 995-2388** or **(773) 677-7352** after hours.

Never speak to media representatives in a crisis situation.

Guarding Your Personal Safety

Active Shooter / Active Threat

Situations involving active shooters and active threats are a serious concern for our nation's university and college campuses. In most cases, shooters use firearm(s) and display no pattern or method for selecting victims. In some cases, active shooters use improvised explosive devices to cause additional victimization and act as an impediment to law enforcement and emergency services responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses or may detonate on contact.

The Chicago State University police department routinely conducts internal training to provide an effective response to active threats.

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter situation, try to remain calm and **call 911 as soon as possible.**

If an active shooter is outside your building or inside the building you are in:

- Try to remain calm.
- Try to warn faculty, staff, students and visitors to take shelter.
- Proceed to a room that can be locked or barricaded.
- Lock and barricade doors and windows.
- Turn off lights and close blinds.
- Turn off radios or other devices that emit sound.
- Keep yourself out of sight, stay away from windows and take adequate cover/protection, i.e., concrete walls, thick desks, filing cabinets.

Silence cell phones, but keep them on to receive alerts transmitted through the university's emergency notification system, Rave. *

* Register to receive Rave alerts at <http://www.getrave.com/login/csu>

- **Have one person call 911** and advise police:
 1. “This is Chicago State University, 9501 S. King Drive. We have an active shooter on campus; gunshots fired.”
 2. If someone saw the offender(s), give a description of the person’s sex, race, clothing, type of weapon(s), location last observed, direction of travel, and identity, if known.
 3. If someone observed any victims, give a description of the location and number of victims.
 4. If someone observed any suspicious devices (*improvised explosives*), provide the location observed and a description.
 5. If you heard any explosions, provide a description and location.
 6. Wait patiently until a uniformed police officer or a university official known to you provides an “All Clear.”

Unfamiliar voices may be an active shooter trying to lure you from safety. **Do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or university official.**

Attempts to rescue people should only be attempted if they can be accomplished without further endangering persons inside a secured area.

Depending on circumstances, consideration may also be given to exiting through ground floor windows as safely and quietly as possible.

If an active shooter enters your office or classroom, you should:

- Try to remain calm.
- Try not to do anything that will provoke the active shooter.
- If there is no possibility of escape or hiding, **only as a last resort**, when it is imminent that your life is in danger, should you attempt to negotiate with or overpower the assailant(s).
- Call 911, if possible, and provide the information listed in the first guideline.
- If the active shooter(s) leaves the area, lock and/or barricade the room or proceed to a safer location.

If you are outside and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e., brick walls retaining walls, large trees, parked vehicles, or any other object that could stop bullet penetration.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Call 911 and provide the information listed in the first guideline.

What to expect from responding police officers

The objectives of responding police officers are to:

1. Immediately engage or contain the active shooter(s) in order to stop life-threatening behavior.
2. Identify threats such as improvised explosive devices.
3. Identify victims to facilitate medical care, interviews and counseling.
4. Investigate.

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard, in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal uniforms, or they may be wearing external ballistic vests and Kevlar Helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns.

Do exactly as the officers instruct. The first responding officer will be focused on stopping the active shooter and creating a safe environment for medical assistance to be brought in to aid the injured.

If you hear gunfire, take cover. Your best chance to avoid injury is to remove yourself from sight. This can be done in several ways:

- If you are confronted while sitting or standing, immediately fall to the floor.
- If you are walking down a hallway, move around a corner.
- Close, lock, barricade if possible, all doors leading to where you are hiding. Use a telephone and call the university police at **2111** or **(773) 995-2111** and report the situation.
- Give your name, location, describe the shooter, where the shooter is or last seen heading and if anyone is hurt.
- Do not leave your area of hiding until told to do so by the police.

- If you are outdoors, get down behind a tree and stay there until told to do otherwise by the police.
- If you should be in a parking lot, get down behind the engine area of a car near the front wheel and stay there until told to move by the police. Remain calm at all times.

SUICIDE / PSYCHOLOGICAL EMERGENCY

Monitor others for signs of stress or severe depression. Report any concerns to the appropriate person(s): supervisor, professor, advisor, counselor, police officer, etc. Early detection of individuals having personal problems or demonstrating odd or threatening behavior may be the best method for reducing the likelihood of active threat events.

If any situation appears odd or suspicious, or if it appears that an individual may cause harm to herself or others, report it immediately by calling **ext. 2111** from any university phone and either **911** or **(773) 995-2111** by cell phone.

BOMB THREATS

If you receive a bomb threat by e-mail, save the message and call the university police immediately. If you receive a bomb threat by phone:

- Stay calm.
- If your phone has Caller ID, record the number displayed.
- Alert someone nearby, *point to this information*, and have that person call **ext. 2111** from another campus phone or **911** from a mobile phone.
- Try to keep the caller on the phone long enough to complete the **Bomb Threat Check Sheet**.
- Evacuate the area **only** when ordered by emergency personnel.

Bomb Threat Check Sheet

Jot down:

- ✓ Exact time of call
- ✓ Exact wording of the threat
- ✓ Name and number on Caller ID
- ✓ Sex of caller
- ✓ Age range
- ✓ Length of call
- ✓ If voice is familiar, whom did it sound like?
- ✓ Were there any background noises?

Ask:

- ✓ When is bomb going to explode?
- ✓ Where is the bomb?
- ✓ What does it look like?
- ✓ What kind of bomb is it?
- ✓ What will cause it to explode?
- ✓ Did you place the bomb?
- ✓ Why?
- ✓ Where are you calling from?
- ✓ What is your address?
- ✓ What is your name?

Describe the Caller's Voice:

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

Describe the Threat Language and Caller's Demeanor:

Irrational	Incoherent	Articulate
Profane	Tape playback	Script read by caller

Background Sounds:

Street Noises	Office Machines	Factory Machines
Animal Noises	Voices	Public Address System
Clear	Static	Music
House Noise	Local	Long distance
Motor	Booth	Train/Plane

Person receiving call: _____

Position: _____

Telephone number on which call was received: _____

Report threatening calls IMMEDIATELY to ext. 2111 from a campus phone, or 911 from a mobile or off-campus phone.

SUSPICIOUS PACKAGES

If you receive or discover a suspicious package or device: **IMMEDIATELY call ext. 2111 from a campus phone or 911 from an off-campus or mobile phone. ***

- Do not touch, tamper with or move the package.
- 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.

**Do not use a mobile phone within 300 feet of a suspicious package.*

Typical characteristics of a suspicious letter or parcel:

- Powdery substance on the outside;
- Unexpected or from someone unfamiliar to you;
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words;
- Address outdated or sent to someone no longer with your organization;
- No return address or one that can't be verified as legitimate;
- Unusual weight, given its size, lopsided or oddly shaped;
- An unusual amount of tape;
- Marked with restrictive endorsements, such as "Personal" or "Confidential;"
- Strange odors or stains.

Terrorism

The Chicago State University Police Department recognizes the terrorist threat and believes all members of the university community must work in partnership to ensure everyone's safety. We must remain vigilant.






If you see anything that looks suspicious or out of place, call the university police at **ext. 2111** from any campus phone and either **911** or **(773) 995-2111** from a cell phone immediately.

If a terrorist attack occurs, it is suggested you do the following:

- Remain calm and be patient.
- Follow the advice of emergency officials.
- Listen to your radio or television for news and instructions.
- Use a flashlight, do not light matches or candles or turn on electrical appliances or switches.
- Never rush into a suspected terrorist event. Increase the distance and shielding from the suspected incident.
- If you are exposed to a chemical, do not flee the scene; you may expose others. Expect to undergo decontamination on the scene. This will probably involve the fire department using water to wash you down.
- Do not try to enter the scene from a safe location to help affected individuals. You may become a victim yourself.
- Report any suspicious activity to the police.
- And remember, some of the victims may actually be suspects.



Citizen Guidance on the Homeland Security Advisory System

Risk of Attack	Recommended Actions for Citizens
 <p>GREEN Low Risk</p>	<ul style="list-style-type: none"> ➔ Develop a family emergency plan. Share it with family and friends, and practice the plan. Visit www.Ready.gov for help creating a plan. ➔ Create an "Emergency Supply Kit" for your household. ➔ Be informed. Visit www.Ready.gov or obtain a copy of "Preparing Makes Sense, Get Ready Now" by calling 1-800-BE-READY. ➔ Know how to shelter-in-place and how to turn off utilities (power, gas, and water) to your home. ➔ Examine volunteer opportunities in your community, such as Citizen Corps, Volunteers in Police Service, Neighborhood Watch or others, and donate your time. ➔ Consider completing an American Red Cross first aid or CPR course, or Community Emergency Response Team (CERT) course.
 <p>BLUE Guarded Risk</p>	<ul style="list-style-type: none"> ➔ <i>Complete recommended steps at level green.</i> ➔ Review stored disaster supplies and replace items that are outdated. ➔ Be alert to suspicious activity and report it to proper authorities.
 <p>YELLOW Elevated Risk</p>	<ul style="list-style-type: none"> ➔ <i>Complete recommended steps at levels green and blue.</i> ➔ Ensure disaster supply kit is stocked and ready. ➔ Check telephone numbers in family emergency plan and update as necessary. ➔ Develop alternate routes to/from work or school and practice them. ➔ Continue to be alert for suspicious activity and report it to authorities.
 <p>ORANGE High Risk</p>	<ul style="list-style-type: none"> ➔ <i>Complete recommended steps at lower levels.</i> ➔ Exercise caution when traveling, pay attention to travel advisories. ➔ Review your family emergency plan and make sure all family members know what to do. ➔ Be Patient. Expect some delays, baggage searches and restrictions at public buildings. ➔ Check on neighbors or others that might need assistance in an emergency.
 <p>RED Severe Risk</p>	<ul style="list-style-type: none"> ➔ <i>Complete all recommended actions at lower levels.</i> ➔ Listen to local emergency management officials. ➔ Stay tuned to TV or radio for current information/instructions. ➔ Be prepared to shelter-in-place or evacuate, as instructed. ➔ Expect traffic delays and restrictions. ➔ Provide volunteer services only as requested. ➔ Contact your school/business to determine status of work day.

*Developed with input from the [American Red Cross](http://www.AmericanRedCross.org).

Civil Disturbances

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

In the event of a civil disturbance:

- Call **ext. 2111** from any campus phone or **911** from a mobile or off-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.

INCIDENT COMMAND POST

If the emergency involves only one building or a small part of the campus, an incident command post can/will be set up near the emergency scene to provide localized management of the incident, where the operations, planning and logistics sections will operate.

Crime Prevention and Resources

IF YOU WITNESS A CRIME

- If you witness a crime or become the victim of a crime, call **911** (or **ext. 2111** from a campus phone) to report the incident to the police.
- If you observe a perpetrator commit a crime, do not block his or her avenue of escape. Instead, get a good description of the perpetrator, note the direction of travel, and obtain vehicle information if pertinent.
- Do not follow the perpetrator. Let him or her leave the scene. If followed, the perpetrator may panic and cause you harm.

PERSONAL SAFETY TIPS

- Do not admit others into a locked building or office unless you know them or they have been properly identified. Call police, if necessary.
- If 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.

RESOURCES

- **Campus Police (Emergency): ext. 2111** (*from a campus phone*)
- **Chicago Police (Emergency): 911**
- **Chicago Police (non-emergency): 311**
- **Student Patrol Walking Escorts: ext. 2111** (*from a campus phone*)

Fire/Fire Extinguisher Use

IN CASE OF FIRE

1. **Activate** the building's fire alarm system manually.
2. **Call ext. 2111** from any campus phone or **911** from a mobile phone or from off-campus.
3. **Immediately evacuate** the building, closing doors and windows.
4. **Walk quickly** to the nearest exit. **Do not use the elevators.**
5. **Locate persons with special needs** and provide assistance, if possible. Otherwise, provide their location to emergency responders.
6. **Report** to your department's designated gathering point away from the building, to be accounted for.
7. **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; cover your nose with a shirt or towel, if possible.

IF TRAPPED IN A BUILDING

1. **Close** all doors and windows.
2. **Place wet cloth material** around and under the door to prevent smoke from entering.
3. **Attempt to signal** people outside of the building.
4. **Call for help** using a telephone or mobile phone.

USING A FIRE EXTINGUISHER

1. **Report the fire first.** Call **ext. 2111** from any campus phone or **911** from a mobile or off-campus phone.
2. **Exit immediately**, if you have any doubt of your ability to fight the fire.
3. **Do not use a fire extinguisher** unless you have been trained to do so. Improper use of an extinguisher can increase the hazard. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
4. To use the fire extinguisher, follow the **PASS** method:
 - **Pull** the pin. This will break the tamper seal if one is provided.
 - **Aim** low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
 - **Squeeze** the handle to release the extinguishing agent.
 - **Sweep** 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.

Evacuation Plan

Evacuate a building when the fire alarm sounds, you smell gas or smoke, see fire or instructed to do so by staff or emergency personnel. You may also receive instructions over the university's public address system and Rave, the emergency notification system. (To sign up for the Chicago State University Emergency Notification Program visit: www.getrave.com/login/csu.)

Be familiar with the locations of your building's exits and know the safest stairwell to use in case of an emergency. **DO NOT USE THE ELEVATOR.** Once in the stairwell, move down to a safe location and **call ext. 2111**, to alert the university police. **Never go up a staircase and never go to the roof because smoke and heat rise.**

If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) against the inside of the closed window as a marker for rescue personnel.

If there is no window, get down on the floor where the air will be less toxic. Shout at regular intervals to alert emergency personnel of your location.

DO NOT PANIC.

If you know how to use the fire extinguisher, you may choose to extinguish small fires. Make sure that you have an exit behind you so you will not become trapped.

If possible, assist individuals with disabilities who require assistance to egress from an upper floor or sub-ground level floor of a building. Seeking volunteers to assist persons with disabilities during an emergency is acceptable, but the individual volunteer should understand he/she is not an emergency responder. Under no circumstances are volunteers expected to place themselves in danger during a fire or other emergencies for the purpose of exercising these duties.

CAMPUS EVACUATION

If it becomes necessary to evacuate the campus, an announcement will be made over the university's public address system and by the university's emergency notification program. If you received a message, share that information with others in your general area. Faculty, staff and student can sign up for the Chicago State University Emergency Notification program at www.getrave.com/login/csu. All persons will vacate the campus as directed or be subject to arrest.

Once an evacuation has been mandated, all evacuees should meet at a designated location where attendance must be taken. If anyone is missing, emergency personnel must be informed immediately.

Evacuation drills should be conducted at least three times a year at each campus building. The university police will assist departments and building staff in developing an evacuation plan for each location occupied by students, faculty and staff. A copy of this plan should be disseminated to each employee who works at these respective locations. Each plan will identify both a primary and secondary means of egress. It is recommended that egress routes be displayed where practical within the department.

Persons with Disabilities

It is suggested that persons with disabilities who may need assistance during an emergency evacuation, make preparations before an emergency arise by following some or all of the following suggestions.

Learn where all stairwells, exits, elevators and rescue assistance areas are located.

Create a network of friends and coworkers who will assist you during an emergency. These individuals should be familiar with your functional abilities and limitations. **PRACTICE YOUR EMERGENCY PROCEDURE REGULARLY.**

Contact the Abilities Office of Disabled Student Services at **(773) 995-4401**, and inform the coordinator of your situation and what assistance you will need in an emergency. This is particularly important if you need to be carried. If you are using special equipment, e.g. wheelchair oxygen tank, etc., show your rescuer how to use these devices.

Always participate in exercises, training and emergency drills offered by the university.

Sign up for the Chicago State University Notification Program. This program will provide instant alerts about crisis situations on campus via free text, voicemail and e-mail messaging. Register at www.getrave.com/login/csu.

Medical Emergencies

Call ext. 2111 from any campus phone or 911 from a mobile or off-campus phone. **Do not move the victim** unless there is an immediate threat to life or it is necessary to provide care. Other tips:

- 1. Use universal precautions:** Wear gloves and rescue masks.
- 2. Assess the situation.**
 - Is the person conscious?
 - If the person appears unconscious, tap or shake his shoulder and ask loudly, "Are you OK?"
 - If the person doesn't respond, call ext. 2111 from a campus phone or 911 from a mobile or off-campus phone.
- 3. 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.
- 4. Perform Cardiopulmonary Resuscitation (CPR),** if trained to do so.

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 if you do not suspect a head, neck, or back injury. If possible, elevate the site of bleeding above the heart.
- 2. Apply pressure directly to the wound.** Use a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.
- 3. Continue with pressure until paramedics arrive.**
- 4. 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 absorbent material to stop it.

CHEMICAL BURNS

If a chemical burns the victim's skin, follow these steps:

1. **Remove the cause of the burn** by flushing the chemicals off the skin's 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. **Wrap the burned area** loosely with a dry, sterile dressing or a clean cloth.
4. **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.

SEEK EMERGENCY MEDICAL ASSISTANCE IF...

- The victim has signs of shock, such as fainting, pale complexion, or is 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 are unsure whether a substance is toxic, call the Poison Control Center at **(800) 222-1222**.

If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.

MAJOR BURNS

Dial ext. 2111 from a campus phone or **911** from a mobile or non-campus phone or call emergency medical assistance. Until an emergency unit arrives:

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

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*), if trained to do so.

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

OTHER 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.

Third-Degree

The most serious burns may be 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.

MINOR BURNS

For minor burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following actions:

- 1. 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.
- 2. Consider a lotion.** Once a burn is completely cooled, apply an aloe vera lotion, a triple antibiotic ointment, or a moisturizer to prevent drying and increase comfort.
- 3. 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 the burned skin.

Bandaging keeps air off the area, reduces pain, and protects blistered skin.

BURN TREATMENT CAUTIONS

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.

Apply antibiotic ointments. These 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*).

CHOKING VICTIMS

If the victim can speak, cough, or breathe, do not interfere.

If the victim cannot cough, speak or breathe:

- Get behind the victim and wrap your arms around his or her waist, just above the navel.
- Clasp your hands together in a double fist.
- Press inward and upward with a quick thrust. Be careful not to exert pressure against the victim's rib cage.
- Repeat procedure until the victim stops choking.

If the victim is unconscious:

- Lay him or her down.
- Use the head tilt/chin lift to open the airway.
- Try to ventilate at least twice;
- Perform 6-10 abdominal thrusts;
- Look for obstruction. If seen, try to remove; if not removed, continue rescue breathing or CPR until emergency personnel arrives.

CAUTION: Do not perform abdominal thrusts on pregnant women.

DIABETIC EMERGENCIES:

Diabetes can produce two kinds of emergencies: one from too much insulin (*insulin shock*), the other from a lack of insulin (*diabetic coma*). Both emergencies may cause unconsciousness.

Signs/Symptoms of Insulin Shock

- Weakness
- Moist or pale skin
- Intense hunger
- Drowsiness
- Shallow respiration
- Irritability
- Headache

To treat insulin shock, administer sugar and **call 911**. If the victim is unconscious, do not give anything by mouth. **Call 911**.

Signs/Symptoms of Diabetic Coma

- Dry or flushed skin
- Weak or rapid pulse
- Deep or noisy breathing
- Excessive thirst
- Dull and sleepy
- Acetone odor of the breath

To treat diabetic coma, call 911 immediately. Many diabetics wear or carry a Medic-Alert and or a bracelet alerting others to their condition, in case they lose full consciousness.

HEAD INJURY

Call 911 immediately if a person is unconscious, convulsing, discharging blood or fluid from the ears, has a severe headache, nausea or vomiting, incoherence or a dazed appearance. Do not move the person or give any fluids.

HEART ATTACK

Call 911 immediately if a person is experiencing pain in the chest that radiates to the left arm, shoulder, or jaw. Other signs include:

- Pale bluish discoloration of skin, lips, and fingernails
- Shortness of breath
- Nausea
- Weakness, or
- Anxiety with heavy perspiration

INFLUENZA (FLU)

To minimize your risk of contracting the flu during the flu season:

- **Wash hands regularly** and often with soap and water.
- **Use hand sanitizing gel**, especially after visiting a public restroom and use paper towels to turn off the faucet and open the restroom doors.
- **Cough into your sleeve/elbow**, rather than your hands to avoid spreading germs onto the items that you touch.
- **Get a flu shot** when offered.
- **Avoid contact with infected persons** when flu season arrives.
- **Disinfect common surfaces regularly**, including phones, desktops, keyboards, etc. Aerosol sanitizers are available.

- **Don't loan your phone** or laptop to others.
- **Set aside a supply of food** in the event of a pandemic and limit the number of times when you eat in public.

Also, maintain a supply of electrolyte drinks such as Gatorade to combat dehydration should you get the flu. We also recommend the addition of an age and gender appropriate multi-vitamin as a dietary supplement for improved health and wellness throughout the year. As with all dietary supplements, please consult your personal physician before deciding on the appropriate vitamin.

PANDEMIC FLU

Pandemic flu is more serious than a “typical” flu. It is caused by a new flu strain that humans have not been exposed to, so they have no natural resistance or immunity to it. Unlike seasonal flu, there is no vaccine for pandemic flu until researchers and pharmaceutical companies are able to create one, which takes time. The best way to protect yourself and others is to practice healthy hygiene in order to prevent the spread of germs.

During a flu pandemic, public health officials may impose community-level restrictions to prevent the flu virus from spreading. You may be asked to stay home for an extended period of time, even though you are not sick. You can prepare for self-isolation during extended periods of time by taking these actions now:

- Get extra supplies of water and food.
- Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs.
- Stock supplies of non-prescription drugs such as pain relievers, cough and cold medicines, fluids with electrolytes and vitamins.

If a pandemic flu occurs, the university community will be instantly alerted through free text, e-mail and voicemail messages by the Rave emergency notification system. Sign up now for Rave at www.getrave.com/login/csu.

POISONING

The following are possible symptoms of poisoning:

- Vomiting and heavy labored breathing
- Deep sleep (unconsciousness) from which the person cannot be aroused
- Very small or very large eye pupils
- Strong smell to the breath, such as gasoline
- Burns around the mouth

If the person is unconscious DO NOT ADMINISTER FLUIDS. **Call 911**; identify the poison, if possible. **Call the Illinois Poison Control Center (800) 222-1222** or **(312) 906-6185** (TTY) and follow their instructions.

DO NOT induce vomiting unless instructed to do so by the Poison Center or verified medical emergency officials.

SEIZURES

If a person is having a seizure, **call 911**, then:

- Lay him/her flat, face turned to one side.
- Keep the airway clear to prevent choking.
- Do not restrain the person's movements.
- Remove chairs, desks or other hazards that the person may hit, and protect the head from injury.

- Do not try to revive him/her with fluids, stimulants, fresh air or walking.
- Do not use CPR unless breathing has stop after muscle jerks subside or unless water has been inhaled and do not panic.

Usually seizures subside. Medical personnel will perform an evaluation.

UNCONSCIOUSNESS

If a person becomes unconscious, keep the body flat and maintain an open airway. Call 911 immediately, check for breathing and pulse (*administer CPR as needed*). **Do not move** or leave the person unattended.

For additional first aid information:

<http://www.mayoclinic.com/findinformation/firstaidandselfcare/index.cfm>

Sexual Assault

Chicago State University strongly encourages victims of sexual assault or rape to report the incident, in order to deter these assaults and to ensure that victims receive the services they need.

The victim should not change clothes or otherwise cleanse her/himself before going to the hospital. This preserves physical evidence that may be needed for investigation and prosecution.

If the victim is reluctant to contact the police initially, she/he should still seek treatment at a hospital to preserve evidence and address any health concerns. If the victim does not wish to prosecute the offender or even report the offense to police, she/he can still file a report with the Office of the Provost for Student Affairs at **(773) 995-2411**. If the alleged offender is a student, the university's disciplinary process will be initiated.

Chemical Spills/Hazardous Materials

In all situations, life threatening or not, if you discover that a substance has been released that you suspect can be harmful to humans or the environment, immediately call university police at **ext. 2111**.

Alert people in the immediate area; avoid breathing vapors from the spill. Do not wash the spill down the drain and close doors to the affected area. If you are contaminated by the spill, avoid contaminating others. Remain in the vicinity at a safe distance. Obtain first aid at once. Additionally,

- Dial **ext. 2111** from a safe area, and provide the following information:
 - Your name, phone number, and location
 - Name and quantity of the material
 - Time and location of the incident
 - Whether anyone is injured or exposed to material
 - Whether a fire or explosion is involved
- **Follow instructions** provided by the emergency responders.
- **Arrange** for someone to meet the emergency responders.
- **Evacuate**, if necessary, and 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:

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

Gas Leaks, Fumes, Vapors

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 (*fire or police*), or incident command.

If phones are working, you may also call **ext. 2111** from a campus phone or **911** from a working mobile phone or off-campus landline.

- Stop all operations, know your shutdown procedures.
- Do not switch on or off lights or any electric equipment because it could trigger an explosion.
- Evacuate the building unless otherwise notified.
- Report the gas leak from outside the building to university police.

If you detect natural gas, fumes or vapors:

- **Call ext. 2111** from any campus phone or **911** from a mobile phone or from off campus to report the situation.
- **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 persons with special needs**, and provide assistance if possible. Otherwise, provide their location to emergency responders.
- **Report to your unit's designated gathering point** to be accounted for.

Utility Failure

In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building.

To report a campus power outage, contact Physical Facilities-Planning & Management at (773) 995-2140. After hours, call campus police: (773) 995-2111.

Be prepared:

- **Keep a flashlight**, light stick and a portable with spare batteries immediately accessible.
- **Remain in your office or room** and contact the university police for instructions. Campus building lighting may not provide sufficient illumination during a failure for safe exiting.
- **Do not light candles** or other flammable items.

In the event of a large-scale power outage:

- **Remain calm.**
- **Follow directions** provided by CSU Police through the established campus communications systems.
- **Seek out persons with special needs** and provide assistance, if building evacuation becomes necessary. If additional assistance is needed, contact campus police at **ext. 2111**.
- **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 inadequate, evacuate 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 you are trapped in an elevator:

- Remain calm and call the university police by using the emergency phone located on the front panel.
- If there isn't a phone, push the red emergency button located on the front panel to signal for help.

If others are trapped in an elevator:

- Call **ext. 2111** from any campus phone or **911** from a mobile or off-campus phone.
- Provide specific location information and number of individuals involved to the dispatcher.
- If you are able to communicate with them, let the passengers know help has been summoned.
- Stay near the passengers if safe to do so, until emergency responders are on site and the elevator is identified.

PLUMBING FAILURE

- Stop using all electrical equipment.
- Vacate the area if necessary.
- Notify facilities personnel at **ext. 2140** and university police at **ext. 2111**.

Flooding

Flooding can occur due to major rainstorms, water main breaks, or loss of power to sump pumps.

1. In case of imminent or actual flooding, if you can do so safely:
 - **Secure** vital equipment, records, and hazardous materials by moving to higher, safer ground.
 - **Shut off** all non-essential electrical equipment.
 - **Wait** for instructions from the CSU Police or Physical Facilities-Planning & Management Department.
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 the CSU Police Department or Physical Facilities-Planning & Management.
4. **Call** Physical Facilities-Planning & Management at **ext. 2140** for assistance with flood clean up.

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 city. 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 occupants when a Watch or Warning is issued. Purchase a battery-powered commercial radio and extra batteries as well.

If Tornado Sirens Sound or a Tornado Has Been Sighted:

1. **Move to a pre-designated shelter**, such as a basement. Assist those with special needs in getting to the shelter area.
2. **Stay away from windows** and open spaces. 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 there until the danger has passed.
3. **Do not open windows**. If there is no basement, go to an interior room on the lowest level (*closets, interior hallways, or restrooms*).
4. **Go to a small, interior room** or hallway with no windows, on the lowest floor possible, in a high-rise building. **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.
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. **Lie flat** in a nearby ditch or depression and cover your head with your hands, if caught outside with no shelter. 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.

SEVERE THUNDERSTORMS

When a storm approaches:

- **Find shelter** in a building or car. Keep the car windows close.
- **Avoid using the telephone** or any electrical appliances. Telephone lines and metal pipes can conduct electricity.
- **Make yourself the smallest target possible.** Squat low to the ground and place your hands on your knees with your head between them. Do not lie flat on the ground; this will make you a larger target.

HEAT WAVE

If a heat wave happens, slow down and avoid strenuous activity:

- **Stay indoors** as much as possible.
- **Wear lightweight, light-colored clothing;** drink plenty of water regularly and often. Water is the safest liquid to drink during hot weather. Avoid drinks with alcohol or caffeine in them.
- **Eat small meals** and avoid using salt tablets unless directed to do so by a physician.
- **Move victims** out of the heat and into a cooler place. Remove or loosen tight clothing, have him/her rest in a comfortable position and apply a cool wet cloth. If the person is conscious, give a half glass of cool water every 15 minutes.
- **Call 911,** if necessary.

WINTER STORM

If a winter storm watch, winter storm warning or blizzard warning is declared:

- **Tune in** to local radio and television stations.
- **Be alert to changing weather conditions**, avoid unnecessary travel and stay indoors.
- **Wear several layers** of lightweight clothing, gloves and a hat to help prevent loss of body heat if you must go outside.
- **Cover your mouth** to protect your lungs.
- **Listen for updates and instructions** on local radio and television stations after the storm ends.
- **Avoid driving** and other travel until conditions have improved. Follow the forecast and be prepared when venturing outside.
- **Receive notifications of campus closings**. You will be alerted through free text, email and voicemail messages by the Rave emergency system. To sign up, visit: www.getrave.com/login/csu.

Earthquakes

TO PREPARE FOR A POSSIBLE EARTHQUAKE

- **Identify** what equipment you should shut down if time permits.
- **Examine** 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.
- **Assure** latches on cabinets, process tanks, storage tanks, and closets are secured.

IF AN EARTHQUAKE HITS

- **If indoors, stay there.** If you're in a high-rise building, do not use elevators.
- **If 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.

AFTER AN EARTHQUAKE

- **Check for injuries** and follow first-aid procedures.
- **Prepare 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 them, may last from a few seconds to more than five minutes.
- **Don't re-enter damaged buildings.** Aftershocks could knock them down.
- **Find the nearest safe telephone** to call for help, in the event of fire or personal injury.
- **Be alert for gas and water leaks,** broken electrical wiring, downed electrical lines, or ruptured sewer lines.

Appendix

Chicago State University
Police Department



Campus Security

The Chicago State University campus is protected by a full-time police department 24 hours a day, 365 days a year. The department has a longstanding relationship with the Chicago Police Department and other law enforcement agencies.

The campus community should notify the university police for any emergency assistance required on campus. The university police can be contacted by calling **(773) 995-2111** or on any campus phone by dialing **2111**.

Direct lines to university police are located outside all campus buildings. There also are eight (8) code blue emergency phones located throughout campus that can be activated by pushing a red button (see the map for locations). When used, they automatically identify the location of the caller.

In addition to the code blue phones and the direct line phones members of the campus community can report a crime anonymously or give information about a crime occurring by calling the university police department's 24-hour hotline: **(773) 821-2882**.

Office of Emergency Preparedness

The Office of Emergency Preparedness (OEP) was created to oversee the emergency preparedness and planning activities on the Chicago State University campus and assure that the university is in compliance with federal planning and preparedness guidelines if a natural disaster, major industrial accident, or an act of domestic or international terrorism should strike.

The goals of the OEP are to:

- Assure that the campus emergency operations committee incident command and management structure are in compliance with Homeland Security Presidential Directive (HSPD-5), and the National Incident Management System (NIMS).
- Conduct training for administrators, faculty and staff as necessary.
- Develop a comprehensive and coordinated campus approach to emergency preparedness to achieve uniformity of understanding and response among all campus units. This includes the development of standardized emergency operations plans tailored to meet department specific needs, evacuation planning, sheltering options, and the conducting of tabletop exercises and live drills.
- Coordinate emergency response and develop integrated operational plans for the activation of emergency response facilities.
- Encourage and foster the use of standards in new construction and remodeling that reduce the potential for crime while enhancing student, faculty, staff, and visitor safety.

CHICAGO STATE UNIVERSITY

State of Illinois Police Department



The Chicago State University Police Department operates around the clock to serve the university community. The primary objective of the department is to assure the safety of all students, faculty, staff and visitors of the university.

State of Illinois police officers have full law enforcement authority granted by the Illinois General Assembly. University police officers work with the Illinois State Police, Cook County Sheriff's Department, The Chicago Police Department and Other state and federal law enforcement agencies.

Our services include patrolling the campus and buildings on foot and in vehicles, crowd control and traffic enforcement. We provide student escorts for pedestrians after dark. The police department also conducts investigations, when necessary, of incidents of criminal activity.

Patrol officers respond to crimes in progress, traffic accidents, reports of suspicious activity and requests for assistance. These range from disabled motorists to staff members locked out of their offices. Patrol officers conduct initial investigation of most crimes reported on campus and are often the first point of contact that the campus community has with the university police department.

With thousands of pedestrians, bicycles and motor vehicles on campus, the university police must work very to enforce traffic laws. Using radar detectors, DUI testing equipment and traffic citations, the university police officers enforce the rules of the road to the fullest extent of the law.

CAMPUS SPEED LIMIT: The speed limit on the Chicago State University campus is 25 miles per hour unless otherwise posted, and it is strictly enforced. University police officers are also empowered to enforce traffic laws on the adjacent streets and in the nearby communities.

LIQUOR AND DRUGS: Any person who operates a vehicle while under the influence of intoxicating liquor, narcotic drugs or opiates will be subject to arrest.

SECURITY OFFICERS: In addition to our complement of police officers, the department maintains a force of security officers who wear brown uniforms with numbered badges and carry two-way radios. Their assignments include responding to lockout requests and routine patrol duties of buildings and grounds.

STUDENTS PATROL ESCORT SERVICES: The university police department provides an escort service staffed by student workers. You can request an escort by contacting the university police department at **(773) 995-2111** or from a campus phone, **ext. 2111**.

The escort services are available from 6:00 p.m. to 10:00 p.m. to anyone traversing the campus after dark. You will be met at one of the designated pick up points by an escort wearing a bright orange reflective vest and accompanied to your car, bus stop or across campus.

CAMPUS SECURITY REPORT: In compliance with the Jeanne Clery Disclosure Act, the university police department publishes statistics on all reported criminal activity. These statistics are updated annually, and the university community is informed periodically about how to access this information on the Chicago State University website, www.csu.edu.