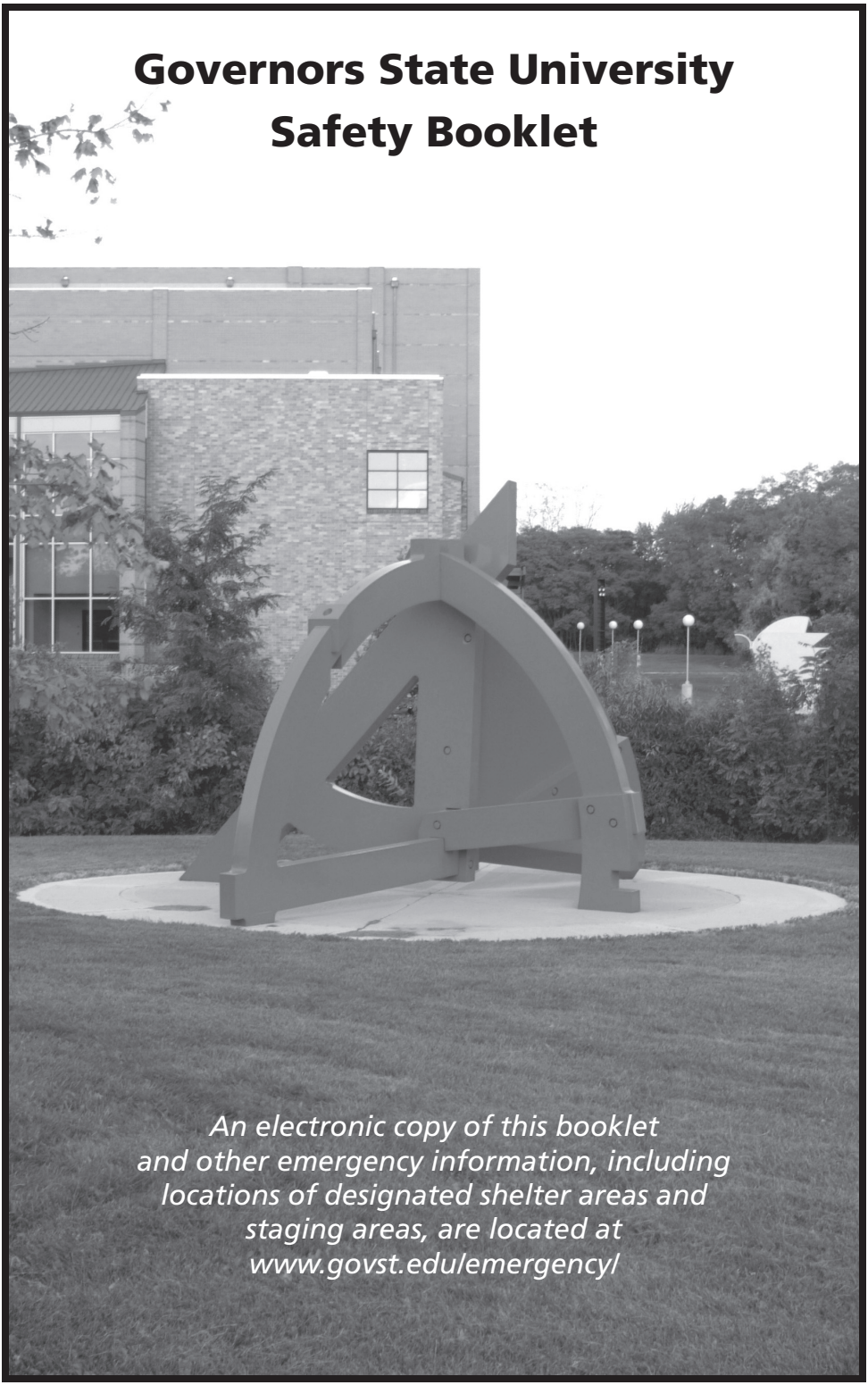
Governors State University
Safety Booklet



An electronic copy of this booklet and other emergency information, including locations of designated shelter areas and staging areas, are located at www.govst.edu/emergency/

Index

Introduction 1
Objective 1
Evacuation Guidelines 1
Guidelines to Proceed to a Designated Shelter Area 2
Emergency Evacuation Personnel 3
Staging Area for Persons with Disabilities 3

Emergency situations

Airplane Crash 4
Body Fluid Spills 4
Bomb Threats and Searches 4
Civil Disturbance 5
Earthquake 5
Explosion 6
Fire 6
Hazardous Release 8
Hostile Intruder 8
Mail Threats/Suspicious Packages 9
Serious Injury or Illness 9
Severe Weather 10
Terrorist Activity 10
Utility Outage 11
Water-Related Emergencies 11

Personal Safety

Security on the Street 11
Security in the Office 12
Security in Your Car 12
If You are a Victim or Witness of Crime 12

Appendix

Tornado and Severe Weather Shelter Areas on Campus 14

Introduction

It is important that Governors State University (GSU) employees and students are prepared in the event of an emergency. Please read this booklet and familiarize yourself with the procedures established should an emergency occur at GSU.

Objective

To ensure all employees and students are aware of emergency plans and are able to evacuate the building or proceed to a designated shelter area in a quick, orderly fashion.

Evacuation Guidelines

- Listen and obey all directions given by Department of Public Safety (DPS) personnel, firefighting personnel, and safety coordinators.
- Do NOT use elevators. EXIT to nearest designated emergency exit stairwell. Be aware of alternate stairwells if the nearest one is blocked.
- Do NOT panic or run.
- Alternate individual entry into the flow of traffic at stairwell entry points. Do NOT push or shove.
- Use the handrail in the stairwell, keep to the right, and move in a single file line.
- Do NOT spread faulty information or rumors.
- Do NOT smoke.
- Do not use cell phones (use of cell phone may accidentally activate bomb).
- Use emergency phones (inside emergency phones are red) located on campus if medical aid or assistance is required. Be prepared to give your location and the nature of the problem.

- Exit the building and proceed to assigned staging area outside. Remain in the staging area until notified by DPS personnel or designated unit person that the building is safe to re-enter.
- Staging areas will be determined by DPS and Physical Plant Operations (PPO).

Guidelines to Proceed to Designated Shelter Area

- In case of severe weather emergencies, proceed to the nearest designated shelter area.
- Listen and obey all directions given by Department of Public Safety (DPS) personnel, firefighting personnel, and safety coordinator.
- Do NOT use elevators. Be aware of alternate stairwells if the nearest one is blocked.
- Do NOT panic or run.
- Alternate individual entry into the flow of traffic. Do NOT push or shove.
- Use the handrail in the stairwell, keep to the right, and move in a single file line.
- Do NOT spread faulty information or rumors.
- Do NOT smoke.
- Do not use cell phones.
- Use emergency phones (inside emergency phones are red; external phones are clearly marked “emergency”) located on campus if medical aid or assistance is required. Be prepared to give your location and the nature of the problem.
- Proceed to designated shelter areas. Remain in the areas until notified by DPS personnel or designated unit person.
- Designated shelter areas were determined by DPS and Physical Plant Operations (PPO) and are listed in the Appendix.

Emergency Evacuation Personnel

Department of Public Safety (DPS)

Physical Plant Operations

Unit Emergency Management Plan Personnel

Any person so designated by DPS

Staging Area for Persons with Disabilities (Areas of Rescue for Persons with Disabilities)

- Persons with disabilities requiring assistance will move to the nearest Area of Rescue assistance. All disabled personnel needing assistance will be transported via an evacuation device by designated DPS personnel or firefighters.
- Faculty and staff are asked to assist persons with disabilities during an emergency to an Area of Rescue assistance. An area of rescue assistance is an area which has direct access to an exit, where people who are unable to use stairs may remain temporarily in safety to await further instructions or assistance during emergency evacuation. Designated Areas of Rescue will be equipped for two-way communication with DPS personnel. Areas of Rescue are identified on each building evacuation diagram.
- It is suggested that a person who uses a wheelchair or mobility cart or who has a mobility impairment prepare for an emergency ahead of time by informing faculty or staff on how to assist in case of an evacuation.
- Call 911 immediately. Give all pertinent information and give your exact location, including wing/room number or location of the Area of Rescue. Do not hang up until the emergency personnel so directs.

EMERGENCY SITUATIONS

Airplane Crash

- Call 911 immediately. Give all pertinent information and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

Body Fluid Spills

- Call 911 immediately. Give all pertinent information and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do NOT clean up spills.
- If a person is injured, assist as appropriate.

Bomb Threats and Searches

- Call 911 immediately. Give all pertinent information regarding the threat and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- DPS searches area. If it is determined that the threat is real, an evacuation will be implemented.
- If directed to evacuate, follow the Evacuation Guidelines.

Civil Disturbance

- A student demonstration should not be disrupted unless one or more of the following conditions exist as a result of the demonstration:
  - Interference with normal operations of the University
  - Prevention of access to office, building, or other University facilities
  - Threat of physical harm to people
  - Threat or actual damage to University property.
- If there is an immediate threat of bodily harm or damage to property, call 911. Give all pertinent information regarding the threat and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

Earthquake

During an earthquake:

- Find shelter under a sturdy desk or table if possible, kneel down and cover your head with your arms. Standing in a doorway is another option.
- Stay away from windows, temporary walls, partitions, and free standing objects such as files, file cabinets, shelves, etc.
- Do NOT panic or attempt to evacuate.
- Do NOT attempt to use the elevators.
- The initial shock of an earthquake usually lasts less than a minute.

After the earthquake:

- Call 911. Give all pertinent information and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- If directed to evacuate, follow the Evacuation Guidelines.

Explosion

- Call 911 immediately. Give all pertinent information and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- If it is safe to do so, assess the extent of the damage sustained and/or the injuries involved and give this information to DPS.
- Alert all personnel in the immediate area, checking for any damage or dangerous conditions.
- Do NOT use the elevators.
- Evacuate the building following the Evacuation Guidelines.

Fire

Open Office Area

- Activate nearest fire alarm
- Call 911 immediately. Give all pertinent information and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs. Describe the extent of the fire. If fire is small and you know how to use a fire extinguisher, locate and use the nearest fire extinguisher. If you cannot extinguish the fire:
  - Alert all personnel in the immediate area
  - Exit the room or hallway immediately
  - Close any office doors
  - Evacuate the building following the Evacuation Guidelines.

Enclosed Room-Fire Outside the Door

- Feel the door with the back of your hand. If it is hot, do NOT open door. (If it is not hot, see below.)
- Call 911 immediately. Give your exact location, including building wing and room number. Tell DPS the extent of the fire (if known).

- Place an article of clothing, coat, chair, cushion, etc. along the bottom of the door to keep out the smoke.
- Move as far away from the door and heat source as possible.
- Wait for rescue personnel to arrive.

Feel the outside of the door with the back of your hand. If it is NOT hot:

- Activate nearest fire alarm
- Call 911 immediately. Give your exact location, including building wing and room number. Tell DPS the extent of the fire (if known).
- Slowly open the door while standing behind it. If no danger is present, walk to the nearest emergency exit.
- If the area is filled with smoke, stay low or crawl to the nearest emergency exit.
- Evacuate the building following the Evacuation Guidelines.

Fires are classified according to the type of material involved:

1. Class A: Solid combustibles such as paper, wood, cloth, rubber, and plastics.
2. Class B: Flammable liquids including gasoline, naptha, acetone, greases, and oils. Also, flammable gases such as methane or hydrogen.
3. Class C: Fires involving energized electrical equipment, appliances, and wiring. The use of non-conductive extinguishing agents protects against electrical shock.
4. Class K: Kitchen fires.

There are fire extinguishers available for each specific fire classification.

Hazardous Release

Release of Hazardous Chemicals:

- If the spill is large or releases hazardous vapors:
  - Evacuate the area immediately.
  - Close all doors to the area.
  - Call 911. Give your exact location, including building wing and room number.
- If you have made skin contact with the hazardous chemical:
  - Flush the affected area with copious amounts of running water for at least 15 minutes.
  - Call 911 and seek medical assistance. Give your exact location, including building wing and room number.
- If you have made eye contact with the hazardous chemical:
  - Flush your eyes with copious amounts of running water for at least 15 minutes.
  - Use your fingers to keep your eyelids open while flushing.
  - Call 911. Give your exact location, including building wing and room number.
- If the spill is small and does not release hazardous vapors:
  - Do not touch the hazardous material.
  - Clear the area of people.
  - If available, barricade the spill with an absorbent material such as cat litter.
  - Call 911 to have the hazardous material safely neutralized and removed. Give your exact location, including building wing and room number.

Hostile Intruder/Workplace Violence

- Call 911 immediately, or as soon as possible, and provide as much information as possible (height, weight, hair color, clothing, etc.). Give all pertinent information and give your

exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.

- Do NOT approach the intruder or intervene in any ongoing crime.
- If gunshots are heard within a building, close and lock office door and turn off lights.
- Remain behind locked doors until notified by DPS that the area is safe.
- Do NOT activate fire alarm.
- Evacuate area or building only if emergency personnel indicate that it is safe to do so.

Mail Threats/Suspicious Packages

- If a suspicious package is discovered on campus, call 911 immediately. Give all pertinent information and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do NOT move, shake, or open package.

Serious Injury or Illness

- In case of serious injury or illness, call 911. Give all pertinent information and give your exact location, including building wing and room number. Do NOT hang up until the emergency personnel so directs.
- Remain with injured/ill person until emergency personnel arrive and you are relieved by the emergency personnel or their designee.
- Do not obstruct emergency personnel.

Severe Weather

- Call 911 immediately. Give all pertinent information and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Move to designated shelter areas following the above guidelines.
- If you cannot reach a designated shelter area, move as far away from windows as possible. Lie down on the floor, under a desk or table if possible, and curl up and protect your head and eyes.
- Do not use elevators or cell phones
- Please report any damage or injuries immediately to DPS.

Terrorist Activity

- Call 911 immediately, or as soon as possible, and provide as much information as possible (height, weight, hair color, clothing, etc.). Give all pertinent information and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do NOT approach the intruder or intervene in any ongoing crime.
- If gunshots are heard within a building, close and lock office door and turn off lights.
- Remain behind locked doors until notified by DPS that the area is safe.
- Do NOT activate fire alarm.
- Evacuate area or building only if emergency personnel indicate that it is safe to do so.

Utility Outage

- In the event of a power failure, all employees should remain in their work areas until directed to evacuate.
- If directed to evacuate, follow the Evacuation Guidelines.

Water-Related Emergencies

- Call 911 immediately. Give all pertinent information and give your exact location, including building wing and room number. Do not hang up until the emergency personnel so directs.
- Do NOT touch any equipment, electrical outlets, etc.
- Evacuate area.
- Outside: do not drive through flooded areas.

PERSONAL SAFETY

Security on the Street

- Avoid going out alone at unusual hours or being in secluded places.
- If you are being followed, go to a populated place and call DPS/police.
- At night, stay in well-lit areas.
- Avoid displaying the amount of cash that you carry.
- Keep a firm grip on your purse. If possible, put the strap over your shoulder and tuck the purse between your arm and body.
- Know the location of the outdoor campus emergency phones.

Security in the Office

- Keep wallets/purses secure. Lock purses in drawer, if possible.
- Contact DPS if you see people in your area who do not belong there.
- Demand proper identification and authorization before allowing anyone to remove equipment from your office.
- Lock your office whenever it is unattended.
- When working after hours, lock yourself in your office. If working weekends, inform DPS when you arrive on campus and when you leave.

Security in Your Car

- Park your car in a well-lit area.
- Lock your car.
- As you approach your car, walk around it if possible, and check for person(s) who may be hiding behind, in front, or underneath.
- Lock your doors after you get in.
- If you are being followed, drive to a police or fire station and sound your horn until help comes.
- Always be sure your car has enough gas to get you to and/or from your destination.
- Remove phones, CDs, etc. from plain view to avoid burglaries.

If you are Victim or Witness of Crime

- If you are accosted by someone who displays or appears to have a weapon, do not try to ward off the attacker.
- Think about the questions you will be asked by DPS and obtain as much information as you can to answer anticipated questions. Note information about perpetrator WITHOUT

endangering yourself: height, weight, build, color of hair and eyes, clothing, speech, scars, tattoos, mannerisms, etc.
If perpetrator flees, note any vehicle used, license plate, and direction of flight.

- Preserve crime scene for the police.

If you are a victim of criminal sexual assault:

- Follow each of the guidelines given above
- Call 911 (DPS) as soon as possible
- Do NOT shower or wash yourself

Appendix

Tornado and Severe Weather Shelter Areas on Campus

Tornados produce violent winds, sometimes in excess of 250 miles per hour that can cause major property damage and loss of life. The greatest danger posed by tornados is flying debris, though tornados can damage or completely destroy building structures.

The peak season for tornados in Illinois is April thru June, though a tornado can occur any time of the year.

Tornados often occur when warm, moist air is present, and sometimes, *but not always*, are preceded by or accompanied by thunderstorms.

The National Weather Service will issue tornado watches and tornado warnings.

GSU is located in northeast Will County, about a mile south of the border with southern Cook County. The campus should be on alert when weather watches or warnings are issued for either area.

TORNADO WATCH means conditions are favorable for the possible development of tornados in the area. Persons should be alert and prepared to act in the event of a tornado occurring.

TORNADO WARNING means a tornado has either been sighted or indicated by weather radar.

The GSU Department of Public Safety will alert the campus if a Tornado Warning is issued or a tornado has been spotted in the area. Warnings will be issued by local television stations, local news radio stations, and NOAA weather radio. Local governments may activate outdoor sirens, but in most cases, occupants inside the buildings on the GSU campus will not be able to hear them!

SEVERE THUNDERSTORM WATCH: Severe thunderstorms are possible in your area.

SEVERE THUNDERSTORM WARNING: Severe thunderstorms are occurring.

Severe thunderstorms can also cause damage and loss of life. Threats include strong winds, large hail and lightning.

During **Severe Thunderstorm Watches** and **Severe Thunderstorm Warnings** there is a heightened risk that tornados could occur.

In any case, the best protection is offered inside a sturdy building on the lowest floor and away from windows. The objective is to place as many barriers between yourself and the outdoor environment. In the event a tornado is occurring nearby or imminent, it may be necessary to take shelter in an interior area on an upper floor. These upper-floor areas are called `ALTERNATES.'

In the GSU Main Building there are concrete `cores' which usually contain restrooms, storage rooms and mechanical rooms. These rooms offer better protection than most other areas, and are typically the only areas that are suitable on upper floors.

Other buildings on campus have specific shelter areas designated.

Use interior stairways when possible to reach shelter areas and avoid elevators which could trap occupants in the event of a power failure, which often precedes a tornado. Prepare to assist individuals with disabilities to shelter areas as needed.

Tornado and Severe Weather Shelter Areas on Campus

Listed below are recommended locations inside the building that offer the greatest protection in the event of a tornado strike or extreme severe weather event.

Main Building A Wing:

- First floor corridor between Gymnasium and Women's Locker Room entrance
- Inside Locker Rooms on northern quadrant (away from pool)
- Room A1120
- ALTERNATES - Second floor Restrooms, corridor in A2120 area.
- **AVOID!** - *Gymnasium, Pool, Fitness, and Racquetball rooms*

Main Building B Wing:

- Men's and Women's first floor Restrooms
- Classrooms (rear) B1241 and B1240
- ALTERNATES - Second floor Restrooms, B2201, B2202
- **AVOID!** - *Corridors*

Main Building C Wing:

- Men's and Women's first floor Restrooms
- Interior corridors **away from interior glass partitions**
- Interior offices **away from exterior facing walls**
- ALTERNATES - Second floor C Wing Restrooms and adjacent storage rooms in Library, second floor Restrooms near C Wing elevator, third floor Restrooms.
- **AVOID!** *Business Operations Office, offices with exterior facing walls, Human Resources Corridor.*

Main Building D Wing:

Note: There is limited tornado shelter space on the first floor of D Wing due to the presence of skylights, atriums and large expanses of exterior facing glass curtain walls.

Consider using shelter areas in adjacent (C & E) wings.

- Storage Room in Cafeteria (door between banks of vending machines)
- B1215 - BOG Office Reception Area
- Communications Services Corridor - In from glass double doors down to room D1440
- Communications Services area restrooms
- Offices in Main Entrance area **separated by at least one solid (non glass) wall**
- ALTERNATES - Cafeteria Serving Line, second floor Men's and Women's Restrooms in Library, break room in Library, third floor Men's and Women's restrooms
- **AVOID!** *Hall of Governors, Main Front Entry Atrium area, Cafeteria, Cafeteria Annex*

Main Building E Wing:

- Men's and Women's first floor Restrooms
- Corridor in front of Elevator along parallel concrete wall section.

- ALTERNATES - Second floor Men's and Women's Restrooms, Second floor corridor from near room E2503 entrance to room E2569 entrance, Second floor corridor between E2521 and E2531
- **AVOID!** *Sculpture and Ceramics Studios (E1525-E1527), Music Recital Hall, E Lounge Area (from glass double doors near E1565 thru all areas north,) and Area from E1565 east to F Wing)*

Main Building F Wing:
Note: The F Wing contains science labs which could pose hazards in the event the building envelope becomes compromised. If time permits, it would be best to limit exposure to possible hazards by moving to shelter areas further away from potential danger. If a tornado is imminent, students and staff should extinguish burners and make every effort to ensure that experiments are secure and stable.

- Men's and Women's first floor Restrooms
- Corridor from inside glass double door entrance to Science Division to about 20 feet north of room F1642, and Corridor from F1632 to F1667.
- Science division offices and labs - rooms F1661 thru F1667
- Corridor immediately inside glass double door entrance to Anatomy Lab Corridor which is in front of classroom F1670
- Rooms F1623, F1624
- ALTERNATES - Second floor Men's and Women's Restrooms, Corridor from inside glass double door entrance to Science Division along wall of room F2627 and around corner to F2661.
- **AVOID!** *Greenhouse, room F1585, room F1690, Human Anatomy Lab, rooms F1671-F1673*

Main Building G Wing:
Note: The G Wing building envelope consists of continuous glass curtain walls along the length of the building on both north and south facing elevations. Virtually all offices have interior entry doors with window panes. The ever present danger of flying glass should be avoided by staying clear of exterior walls and interior glass. Interior hallways offer the greatest protection. In the event of a tornado, faculty and staff should close all office doors to minimize the entry of debris into the corridors. ALTERNATES should be used only as a last resort when the danger is occurring or imminent.

- Men's and Women's first floor restrooms
- West Section First Floor corridor along wall from rooms G107 thru G121
- West Section First Floor Corridor - room G129 north thru room G145, and room G129 east to G144
- Rooms G130 - G132
- ALTERNATES - Second Floor Men's and Women's Restrooms, rooms G230 - G232
- ALTERNATES - Third Floor Men's and Women's Restrooms, President's Conference Room (G330) under table.
- **AVOID!** *Open `Atrium' area in center of building, due to skylights and three story exterior facing glass.*

Tornado Shelter areas in other campus buildings outside of the main building follow below.

OTS Building:
OTS (Outreach and Technology Services) building construction makes roof prone to being ripped off. Continuous glass curtain wall poses danger of wind, debris and pressure gradient.

- OTS basement
- Men's and Women's first floor restrooms: Offer greater degree of protection than most offices, since it is a more internal area away from glass, though concerns about the roof structure remaining intact could negate any benefit from `horizontal' threats.

- Central Computer Rooms: Same issues as restrooms, with the addition of fewer interior partitions to mitigate effects of roof collapse.

Family Development Center (FDC)

- Multipurpose Room (155), Servery (172), and Reading Center (175). Move infants and toddlers using cribs or strollers to Multipurpose Room and Servery. Assist other children. Take roll call/attendance to make sure everyone in building is accounted for. Stay under tables in center of room away from windows. Windows in these areas are treated with special film to resist glass breakage and penetration by flying debris.

  The Greenhouses in the FDC could be damaged by large hail or straight-line winds which accompany severe thunderstorms, and thus should be evacuated during Severe Thunderstorm Warnings in addition to Tornado Warnings.

Conference Center:

- Conference Center Basement. Stay at least 15 feet away from furnace, water heater.

Barn/Hog Shed

- Move to Hantack House basement (see below).

Hantack House

- Hantack House Basement. Stay at least 15 feet away from furnace, water heater.

Environmental/Biological Field Station (EFS)

- EFS Basement. Stay at least 15 feet away from furnace, water heater.

Wagner House

- Wagner House Basement. Stay at least 15 feet away from furnace, water heater.

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