

**EMERGENCY PREPAREDNESS AND SAFETY:  
A GUIDE FOR STUDENTS AND COMMUNITY MEMBERS**

**September 2019**



**WAUBONSEE**  
COMMUNITY COLLEGE

*Where futures take shape*

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Waubonsee's *Emergency Preparedness and Safety: A Guide for Students and Community Members* is designed to provide students and community members with easily accessible, basic information on recommended responses to an array of potential emergencies. Please keep a copy in a location where you can quickly access it in the event of an emergency. Copies of this guide are available on Waubonsee's website at <http://www.waubonsee.edu/safety/>.

Waubonsee's commitment to campus safety and to the well-being of students, faculty and staff is comprehensive. That commitment includes on-campus safety and security in addition to emergency response plans. Should you have any questions regarding Waubonsee's *Emergency Preparedness and Safety: A Guide for Students and Community Members*, please contact Peter Adams, Campus Safety Project Manager at (630) 466-2912.

# EMERGENCY CONTACTS

## **Emergency**

**Police/Fire/Rescue** 9-1-1

## **Waubonsee Police Department**

Sugar Grove Campus (630) 466-2552

Aurora Campus (630) 906-4142

*The Waubonsee Police Department is located in Dickson Center on the Sugar Grove Campus and at the front desk at the Aurora Campus.*

## **Waubonsee Counseling Resources**

Counseling, Advising & Transfer Center (630) 466-2361

Student Development (630) 466-2590

Waubonsee Talk Line (630) 264-0394

## **Area Hospitals**

Provena Mercy Medical Center (630) 859-2222

Rush-Copley Memorial Hospital (630) 978-6200

Delnor Community Hospital (630) 208-3000

Valley West Hospital (815) 786-8484

## **Police Non-Emergency**

Kane County Sheriff (630) 232-6840

Sugar Grove Police (630) 466-4526

Aurora Police (630) 256-5000

State Police District #2 (847) 931-2405

Plano Police (630) 552-3122

## **Campus Call Boxes**

Sky blue emergency campus call boxes are located throughout the Sugar Grove Campus. Call Box locations are indicated on map on page 15.

# EMERGENCY NOTIFICATIONS

College officials will receive emergency warnings via:

- Regional Dispatching Services (9-1-1 Dispatch)
- Tornado Siren
- Lightning Detection System
- Weather reports from the National Weather Service
- Weather alert radios
- Private alarm monitoring service
- Surveillance cameras
- Campus emergency phones, office phones or mobile phones
- County emergency notification system (CodeRed)

College officials will disseminate emergency notifications to students via:

- Waubonsee Mass Notification System (public address)
- Waubonsee Alert System (Text/Voice/Email)
- Website and other social media
- Building alarms
- Media news releases
- College computer network message

# EVACUATION PROCEDURES

## BUILDING EVACUATION

When the building fire alarm, public address system, or Waubonsee Alert System (Text/Voice/Email) is activated during an emergency:

1. Leave by the nearest marked exit and alert others to do the same. **Do not use elevators in cases of fire and/or utility failure.**
2. Assist the people with physical disabilities in exiting the building or move them to a designated area of safe refuge if safe evacuation is not possible.
3. Once outside, proceed to a clear area at least 50 feet away from the building. Keep exit doors, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

**Do not** return to an evacuated building unless instructed by a college official or the Campus Police.

## CAMPUS EVACUATION

Evacuation of campus grounds will be announced by a college official or the Campus Police. Immediately vacate the site and relocate as directed.

**FIRE IDENTIFICATION**

If you smell smoke or see an uncontrolled fire:

1. Alert people in the immediate area.
2. Evacuate all rooms, closing doors to confine the fire and reduce oxygen. Smoke is the greatest danger in a fire; stay near the floor where the air will be less toxic.
3. Activate a fire alarm pull station and evacuate the building.
4. ***CALL 9-1-1 IMMEDIATELY.***

**FIRE EVACUATION**

When the building evacuation alarm is sounded:

1. Walk quickly to the nearest marked exit and alert others to do the same. Smoke is the greatest danger in a fire; stay near the floor where the air will be less toxic. Do not use elevators.
2. Assist the people with physical disabilities in exiting the building or move them to a designated area of safe refuge if safe evacuation is not possible.
3. Once outside, proceed to a clear area at least 50 feet away from the building. Keep fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building unless instructed by a college official.

**WHEN EVACUATION IS NOT POSSIBLE**

If you become trapped in a building, signal for help using a bright-colored towel or piece of clothing at the nearest window. If no window is available, stay near the floor where the air will be less toxic and yell for help. Use a phone to call for help if possible, and try to give clear directions to your location.

Minor injuries should be reported to the Campus Police or a Building Services Specialist. The Campus Police Department is located near the bookstore in Dickson Center and can be reached by calling (630) 466-2552. At the Aurora Campus, the Campus Police Department is in the lobby and can be reached at (630) 906-4142. During evening and weekend hours, Building Services Specialists can be located near the administrative offices of each building.

### MEDICAL INTERVENTION NEEDED

If you observe someone in need of immediate medical attention:

1. ***CALL 9-1-1 IMMEDIATELY.***
2. Do not attempt to move the victim unless he/she is in danger of further injury, or is exposed to a hazardous environment.
3. Properly trained individuals should begin CPR for an unresponsive victim who is not breathing. Use gloves and other personal protective equipment if available. Locate an Automated External Defibrillator (AED) and use it if trained to do so.
4. Properly trained individuals should commence first aid while waiting for an ambulance. Avoid contact with the victim's blood and other body fluids if possible.
5. Keep the person calm and comfortable.
6. If alcohol poisoning is suspected, keep the person awake.
7. Do not give the person fluids or medication while waiting for the ambulance.

# MENTAL HEALTH EMERGENCY

## EMERGENCY

If one is an immediate threat to self or others, **CALL 9-1-1 IMMEDIATELY.**

## NON-EMERGENCY

In non-emergency situations, refer students to Student Success and Retention at (630) 466-2951, the Dean for Student Success and Retention at (630) 466-2389 or the Assistant Vice President of Student Services at (630) 466-2363. A Waubonsee Intervention Form (W.I.F.), can be used to file a report to the Assistant Vice President of Student Services. The W.I. F. is available on your mywcc account in the Safety Portlet tab or here:

[https://cm.maxient.com/reportingform.php?WaubonseeCC&layout\\_id=4](https://cm.maxient.com/reportingform.php?WaubonseeCC&layout_id=4).

## SIGNS THAT MENTAL HEALTH INTERVENTION MAY BE NECESSARY

- Significant changes in academic or work performance.
- Changes in hygiene, speech, attentiveness or social interaction.
- Excessive drinking or drug use.
- Severe loss of emotional control.
- High levels of irritability.
- Impaired speech or garbled/disjointed thoughts.
- Excessively morbid, violent or depressing themes in written assignments.
- Verbal expression of suicidal or violent thoughts.



# THREATENING BEHAVIOR

## EMERGENCY

If one is an immediate threat to self or others, **CALL 9-1-1 IMMEDIATELY.**

## SUSPICIOUS BEHAVIOR

If you observe a suspicious person on campus, immediately notify Waubonsee Campus Police and report the incident.

If you are on the Aurora Fox Valley Campus or Plano Campus, please report any immediate threats to the local police department by calling 9-1-1.

## NON-EMERGENCY

In non-emergency situations, refer students to Student Success and Retention at (630) 466-2951, or report the situation to the Assistant Vice President of Student Services at (630) 466-2363.

## SIGNS OF THREATENING BEHAVIOR

Inappropriate disruptive, threatening or violent behavior can be defined as any act or behavior that:

- Is physically assaultive
- A reasonable person would perceive as obsessively directed, e.g., intensely focused on a grudge, grievance or irrational interest in another person and reasonably likely to result in harm or threats to persons or property
- Consists of a communicated or reasonably perceived threat to harm or in any way endanger the safety of a student, an employee or any other individual
- Would be interpreted by a reasonable person as having the potential for physical harm to a student, an employee or any other individual
- Is a behavior or action that a reasonable person would perceive as threatening or intended to provoke others
- Involves carrying or displaying weapons, destroying property or throwing objects in a manner reasonably perceived as threatening
- Consists of a communicated or reasonably perceived threat to destroy property

## VIOLENT CRIME IN PROGRESS

### IF EXITING THE BUILDING IS POSSIBLE

1. Exit the building immediately.
2. Notify others as you exit the building.
3. Be aware of your surroundings, use cars and walls as cover.
4. Upon reaching a safe location, ***CALL 9-1-1 IMMEDIATELY.***

### IF EXITING THE BUILDING IS NOT POSSIBLE

1. Go to the nearest room or office, lock if possible.
2. Keep clear of windows.
3. Keep quiet and act as if no one is in the room. Turn off your cellphone ringer.
4. DO NOT answer the door.
5. ***CALL 9-1-1 IMMEDIATELY (if it is safe to do so).***

## BOMB OR EXPLOSION

### BOMB

If you observe a suspicious package or reasonably suspect the presence of an explosive device:

1. Clear the immediate area and **CALL 9-1-1 IMMEDIATELY**.
2. Do not handle the object or use cell phones; cell phones can detonate a bomb.
3. Quickly evacuate the building and alert others to do the same.
4. Assist the people with physical disabilities in exiting the building or to a refuge area away from the package.
5. Once outside, proceed to a clear area at least 50 feet away from the building. Keep fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building unless instructed by a college official.

### BOMB THREAT

If you receive news of a potential bomb threat, immediately contact Waubonsee Campus Police at (630) 466-2552.

### EXPLOSION

1. Take cover under tables, desks and other sturdy objects.
2. Get away from the area as soon as it is safe to do so.
3. Assist the people with physical disabilities in exiting the building or to a safe area away from the explosion. Do not use elevators in case of fire.
4. **CALL 9-1-1 IMMEDIATELY** after reaching a safe area. Report to authorities if a disabled person is in the building.
5. Give your name and phone number to a college official before leaving the area.

Once outside, proceed to a clear area at least 150 feet away from the building or affected area while staying under cover, if possible. Keep exits, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building or affected area unless instructed by a college official.

## TORNADOES

If you are in a campus facility during a tornado warning:

- Look for designated shelters or use interior rooms, hallways and stairwells.
- Avoid areas with windows.
- Stay as close to the ground or floor as possible to avoid injury from flying debris.
- Remain calm and provide assistance to others in locating the designated shelter areas.
- No “all clear” signal will be provided. Gather more information before leaving shelters or wait until the warning has expired.

If you are outside when a tornado warning siren sounds, move to a campus building immediately.

## LIGHTNING

If you are on campus when the Lightning Detection System sounds:

- A long steady siren will sound if lightning is likely at the Sugar Grove Campus.
- Stay in your car or move indoors.
- A cancellation siren consisting of five short blasts will sound when potential for lightning has passed.

## WEATHER CLOSINGS

Should the college close due to weather or emergency, it will be communicated to the public, students, staff and faculty through one or more of the following methods:

- Waubensee Alert System (Text/Voice/Email)
- The college’s website at [www.waubonsee.edu](http://www.waubonsee.edu).
- The Emergency Closing Center website at [www.emergencyclosings.com](http://www.emergencyclosings.com).
- Local TV, radio stations, and social media such as Facebook and Twitter

Information will include:

- Indication of cancellation of day and/or evening classes.
- Campus or class locations that may be affected (i.e. Sugar Grove Campus, Aurora Campus, Fox Valley Campus, Plano Campus or other extension sites).

Day class cancellations will normally be posted by 5:00 a.m. Evening class cancellations will normally be posted by 3:30 p.m. Do not call the college main number or the Campus Police office for school closing information. Check for the latest information before leaving home.

## WINTER DRIVING

Campus Operations staff will make every effort to clear roadways and parking areas on campus during and after winter storms. However, area streets and roadways may remain hazardous or impassable due to snow accumulation, snow drifts or downed tree limbs. Students, faculty and staff should be guided by the weather closing information published by the school as well as news reports of road conditions where they live. Road condition information can also be located on the Illinois Department of Transportation website:

[www.gettingaroundillinois.com/default.aspx?ql=rwis](http://www.gettingaroundillinois.com/default.aspx?ql=rwis)

## CHEMICAL OR RADIOACTIVE SPILL

In the case of a chemical or radioactive material spill:

1. ***CALL 9-1-1 IMMEDIATELY.***
2. Vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Waubensee Campus Police.
3. If contaminated by a spill, wash the affected area(s) with water immediately, remove contaminated clothing and remain in the vicinity until emergency medical authorities can render first aid and provide decontamination.

## UTILITY FAILURE

If there is potential danger to building occupants, **CALL 9-1-1 IMMEDIATELY.**

Electrical power may be lost during and after storms. Faculty, Campus Operations personnel and Emergency Responders will jointly decide on whether to wait or to discontinue class.

### **EMERGENCY**

When the building evacuation alarm is sounded:

1. Leave by the nearest marked exit and alert others to do the same. Do not use elevators.
2. Assist the people with physical disabilities in exiting the building or to a refuge area. Report to first responders that a disabled person is in the building.
3. Once outside, proceed to a clear area at least 50 feet away from the building. Keep exits, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
4. During inclement weather, move to an adjacent unaffected building and wait for instructions from a college official.

Do not return to an evacuated building unless instructed by a college official.

