

# KCC Emergency Quick Reference Guide

## EMERGENCY CONTACT INFORMATION

- Police ..... 815-802-8189
- Security..... 815-802-8199
- Police Emergency.....815-802-8190
- Police Emergency(college phone...5555
- Front Desk.....815-802-8100
- Student Services.....815-802-8500
- Police/Fire/Ambulance.....911

## ACTIVE SHOOTER

- RUN-HIDE-FIGHT
- If the situation allows, leave the area immediately (RUN)
- Do not stay near the buildings
- Do not stay in groups
- If you cannot leave the building
- Seek shelter in the nearest room (HIDE)
- Lock the doors, if no lock barricade the doors and close blinds
- Silence your phone
- Call for emergency assistance
- Stay as quiet as possible and out of view until help arrives
- If you encounter the shooter, do whatever it takes to survive ( FIGHT)

## VERBAL / PHYSICAL ALTERCATION

- Do not put yourself at risk
- Report all altercations immediately to police at 815-802-8100 with location and information
- Be prepared to give as much information as possible
- If assailant flees the scene, give the direction he/she went

## MEDICAL EMERGENCY

- If a person is unresponsive call 911 immediately
- Always call Police/Public Safety at 815-802-8190
- Give location and room number
- Describe the nature of the medical emergency
- If person is alert, ask for permission to help him/her
- Do not give treatment if you are not trained to do so
- Always remember there's no cost to have the paramedics respond to check someone out, unless the individual is transported

## EMERGENCY CALL STATIONS IN PARKING LOTS

- Push the red button and wait for police/public safety to answer
- When police/public safety answers, give your location and the nature of the emergency
- Wait for police/public safety to arrive and assist

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## ESCORT SERVICE

- Go to the front reception desk and ask for police/public safety to be called for an escort
- Police/public safety will escort you to your vehicle
- For an escort from your car to a building, call 815-802-8100 with your location
- Police/public safety will meet you and escort you to your destination
- After 8:00 p.m., contact police/public safety at 815-802-8190

## FIRE

- Alarm is continuous
- Stay Calm
- Evacuate immediately – do not stop to collect personal belongings
- Do not use elevators
- Use stairwell nearest to you away from fire/smoke
- Once outside assemble as far away from the building for your safety as possible
- Individuals in wheelchairs go to one of these landing areas R building west end 2<sup>nd</sup> and 3<sup>rd</sup> floor, L building landing east 2<sup>nd</sup> and 3<sup>rd</sup> floor or D building landing south 2<sup>nd</sup> floor and 3<sup>rd</sup> floor off D 300
- Do not attempt to re-enter until an “all Clear” has been given

## TORNADO

- Alarm sound is intermittent and repeating
- Stay calm
- Go to 1<sup>st</sup> floor for direction to safe zones
- Stay away from glass, windows and doors
- You will be notified of any changes
- It is recommended to stay inside until the “all clear” has been given
- If you leave campus, it is AT YOUR OWN RISK

## HAZARDOUS MATERIAL EMERGENCY

- Close the door where the release has taken place
- If the substance poses immediate danger, avoid any contact and call 815-802-8190 from a safe area.
- If possible give the location and type of material
- Alert others in the area as quickly as possible and immediately leave the area
- Powder substance: Shut off all portable fans, follow the first 4 bullet points
- Do not re-enter the area or building until an all clear has been given

## BOMB THREAT

- If you receive the call, keep the caller on the phone as long as possible
- Try to document any pertinent information you can gather from the caller
- Avoid using cell phones and two way radios
- Report the threat to police at 815-802-8190
- Do not activate an alarm
- If evacuation is required, do so calmly and move at least 500 feet away from the building
- Follow all instructions from police/public safety or other authorize personnel
- Do not re-enter the building until an all clear has been given

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## SUSPICIOUS PACKAGE

- Remain calm and leave the area immediately
- Contact Police at 815-802-8190 and advise them of the situation
- Give a description and location of the package or substance
- Do not handle, move, or open the package
- Do not use a cell phone or two way radio near the area
- Follow all instructions from police/ public safety or authorized personnel

## TRAPPED IN ELEVATOR

- Stay calm
- Below the floor buttons, 1,2,3 there is a phone symbol
- Open the phone door, push the button, and wait a few seconds for someone to answer
- Give location of the elevator
- Be patient while help is on the way

## EARTHQUAKE

- Earthquakes do not give notice
- If inside – “Duck” Cover and Hold, Drop down (duck) under a desk or heavy furniture. If heavy furniture is not available, duck to the ground near an interior wall, or door frame away from windows.
- Cover and hold your head and neck with your arms
- If you are outside – find a spot away from trees and power lines and drop to the ground
- Always be aware of aftershocks

## BIT/BEHAVIORAL INTERVENTION TEAM

- The goal of the Behavioral Intervention team is to promote a safe environment for all students and staff
- The team encourages the campus community to report behaviors that are concerning
- This action enables intervention, support and quick connections to appropriate resources
- The team includes personnel from faculty, campus police, counseling, disability services, health careers administration, student services and human resources

## REPORTING A CONCERN TO THE BEHAVIORAL INTERVENTION TEAM

- Emergency: Call KCC Police 815-802-8190
- Non-Emergency:
- Email: [bit@kcc.edu](mailto:bit@kcc.edu)
- Phone: 815-802-8524 (Associate Dean of Student Development)
- Phone: 815-802-8195 ( Deputy Chief of Police)
- All concerns and reports are confidential