

Kaskaskia College

2023

CAMPUS EMERGENCY OPERATIONS PLAN



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Forward

The Kaskaskia College Campus Emergency Operations Plan (CEOP) includes a chain of command that establishes the authority and responsibilities of campus officials and staff members. The CEOP also designates emergency leaders who will have the authority to make modifications on emergency procedures and commit resources to emergency preparedness as necessary. When used properly and updated regularly, the CEOP will assist Kaskaskia College personnel in performing their primary responsibilities during an emergency in order to protect lives, preserve property and stabilize incidents.

This plan and its provisions will become official when it has been signed and dated below by the Kaskaskia College Board of Trustees and hereby gives authority and responsibility to designated Kaskaskia College officials to perform their duties, as indicated in this plan, before, during and after an incident.

This CEOP shall be distributed to all personnel included in the CEOP distribution list and others as deemed necessary.

Citation to Legal Authority

The Campus Emergency Operations Plan was prepared in accordance with the National Incident Management System (NIMS), Illinois Campus Security Enhancement Act of 2008 (110 ILCS 12 et seq.), Higher Education Opportunity Act (Public Law 110-315), Illinois Administrative Code on All Hazards Campus Emergency Plan and Violence Prevention Plan (29 ILL. ADM. Code 305), Illinois Emergency Management Act, as amended (20 ILCS 3305), and Title 42, United States Code (USC), Chapter 68, Disaster Relief, Sections 5121-5207 [Robert T. Stafford Assistance and Disaster Relief Act (Public Law 93-288)]

Board of Trustees Approval

RESOLUTION ACKNOWLEDGING CURRENT COLLEGE-WIDE SAFETY POLICIES AND PROCEDURES AND ENDORSING PROPOSED SAFETY AND SECURITY INITIATIVES

WHEREAS, given recent tragic incidents involving school shootings and other mass casualty incidents, educational institutions across the nation are reviewing and enhancing emergency plans as concern for students, faculty, staff, and the community is heightened; and

WHEREAS, the Kaskaskia College Department of Public Safety is dedicated to providing a safe and secure learning environment for Kaskaskia College students, employees, visitors, and community members. The department consists of certified, trained police officers and safety officers trained in CPR, first aid and many other aspects of public safety. Furthermore, the Department provides safety lectures, maintains college-wide safety programs, provides motorist assistance, completes routine safety inspections, provides personal assistance, responds to emergency notifications, investigates criminal incidents on campus in conjunction with proper authorities, manages campus parking; and

WHEREAS, the Kaskaskia College Department of Public Safety has developed an Emergency Operations Plan; to include individual plans for each Education Center, of which a copy will be emailed to each staff member employed at the respective center. Additionally, an electronic copy of the Emergency Operations Plan will be made available for faculty and staff access electronically via the Kaskaskia College website and myKC site; and

WHEREAS, the College has conducted training in cooperation with the Southern Illinois Criminal Justice Training Program for all College faculty and staff. Such training focused on procedures to follow in the event of an active shooter response on campus; and

WHEREAS, the Kaskaskia College Department of Public Safety publishes an Annual Campus Security Report as required by federal mandates. The report is made available electronically on the Kaskaskia.edu and myKC web site; and

WHEREAS, in order to further enhance College-wide safety and security, designated representatives from Kaskaskia College will participate in training on multi-hazard emergency planning for higher education hosted by FEMA and other emergency response training organizations; and

WHEREAS, other initiatives include, but are not limited to, the ongoing evaluation of all campus locations for improving security measures and maintaining a safe environment, as is the responsibility of the Department of Public Safety. Additional training to be provided during the October Professional Growth and Development workshop and periodic training for faculty and staff throughout the year. The Campus Emergency Operations Plan will contain information on what faculty, staff and students should do in the event of an emergency, and providing local law enforcement officials with updated Kaskaskia College building maps and emergency plans. An annual reminder to review the Campus Emergency Operations Plan, which is available on college web site, will be emailed to students, staff and faculty.

THEREFORE BE IT RESOLVED, by the Board of Trustees of Kaskaskia College, Community College District #501, that the Board acknowledges the efforts and systems implemented by the Kaskaskia College Department of Public Safety and endorses initiatives in place as well as those in the planning phase to strengthen our knowledge and response in

providing a secure environment for students, faculty, staff, visitors, and community.

Dated this 25th day of January 2021

Chairman, Board of Trustees
Kaskaskia College

Secretary, Board of Trustees
Kaskaskia College

Record of Changes

Page Number(s)	Date of Change	Summary of Change	Signature
Entire Document	11-17-2020	Name change Safety and Security to Department of Public Safety	Todd Wagner
Page 2	11-17-2020	Citation to Legal Authority updated	Todd Wagner
Pages 3,4	11-17-2020	Resolution updated	Todd Wagner
Page 7	11-17-2020	Risk Assessment update	Todd Wagner
Pages 8, 9	11-17-2020	Introduction, Situation Overview, Assumptions, and Concept of Operations updated	Todd Wagner
Page 10	11-17-2020	Emergency Operations Center (EOC) Supplies List updated	Todd Wagner
Page 12	11-17-2020	Incident Safety and Security, Direction and Control Annex updated	Todd Wagner
Pages 13,14,15	11-17-2020	Health and Medical Services, Added Continuity of Operations, and Communications Annexes updated	Todd Wagner
Pages 16	11-17-2020	Mutual Aid Agreement/Mutual Aid Request, Designated Building Evacuation Areas List updated	Todd Wagner
Pages 18,19	11-17-2020	Lockdown, Dangerous Person on Campus or Prison Inmate Escape updated	Todd Wagner
Page 19	11-17-2020	Fire Alarm Procedures updated	Todd Wagner
Page 25	11-17-2020	Hazardous Materials Incident on Campus or Nearby updated	Todd Wagner
Page 27	11-17-2020	Emergency at any Sporting Facility or Sporting Event updated	Todd Wagner
Pages 28,29	11-17-2020	First Aid Station and AED locations updated	Todd Wagner
Page 32	11-17-2020	Resource Numbers updated	Todd Wagner
Page 14	02-12-2023	Mutual Agreement with Centralia Police Department	Shawn Richards
Page 23	09/07/2023	First Aid Duplicate location removed AD Hallway Near AD208	Shawn Richards
Page 23	09/07/2023	AED Moved from Child Care Main Office to Child Care Hallway	Shawn Richards

Plan Review

The CEOP is reviewed and updated annually by members of the Department of Public Safety. It will be the responsibility of the Department of Public Safety to coordinate annual meetings with the County Health Department, County EMA, local law enforcement, and other involved agencies.

Risk Assessment

Likelihood	Effect on College	Priority
4 Highly Likely	4 Catastrophic	High
3 Likely	3 Critical	Medium
2 Possible	2 Limited	Low
1 Unlikely	1 Minor	

Threat Event/Hazard	Probability	Severity	Risk
Threat			
Tornado	3	3	High
Flood	2	2	Low
Earthquake	2	3	Medium
Hazmat/Chemical Spill	2	2	Medium
Severe Weather	4	2	High
Fire	2	2	Low
Bomb Threat or discovery of suspicious items	2	2	Low
Public health emergency	4	4	Highly Likely
Campus Violence/Sexual Assault	2	2	Medium
Use of weapons/hostage situations/active Shooter	2	4	High
Structural failure or Utility			
Emergency/Failure	2	2	Low
Explosion	2	3	Low
Aircraft Crash	2	2	Low
Communication Outage/Cyberthreat	3	3	Likely

Introduction

The Kaskaskia College Campus Emergency Operations Plan (CEOP) was created on the requirements of the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) and based on the recommendations of that act. The emergency procedures in this guide are designed to function as a guideline, intended to operate in conjunction with the National Incident Management System (NIMS) and Incident Command System (ICS).

Purpose The basic procedures outlined in this guide are to enhance the protection of lives and property through effective use of College and campus community responses. This plan creates procedures and identifies resources which may be used to mitigate the impact of an emergency event, provide a more effective response during an emergency, and help return the college to normal operations. Please become familiar with its contents. In the event of an emergency, this guide will serve as a quick reference for effective action.

Situation Overview Kaskaskia College Main Campus is located within Clinton County, Illinois. Kaskaskia College has established five education centers and one Technology Center throughout the College district which are located in Bond, Clinton, Washington, Marion, and Fayette Counties. Kaskaskia College has no on-campus housing, however there is off-campus privately owned student housing located on Shattuc Road west of the main campus. Kaskaskia College serves over 5,500 students annually. There are approximately 500 full time and part time faculty and staff. The daily population on the Main Campus, Technology Center and Education Centers fluctuates considerably and consists of students, employees, faculty, and guests.

Assumptions

The Kaskaskia College CEOP was created in order to provide processes and procedures for managing incidents in the event of an emergency or disaster in a quick efficient manner to minimize risk to the Campus population. Kaskaskia College officials recognize responsibilities and duties to maintain the health, safety, and welfare of students, faculty, staff, and visitors while on campus. The CEOP operates on the concept that response to incidents will be at the lowest possible level utilizing on Campus resources. When Campus resources are inadequate to mitigate the incident, additional resources will be activated. Kaskaskia College is exposed to many different hazards which have the potential to threaten the health, safety, and welfare of the Campus population. Hazards may be classified as natural, technological, or human-caused and can potentially cause property damage, injuries, death, and/or major disruptions on Campus.

The following assumptions are made and should be used as general guidelines.

- An emergency or disaster could occur at any time with little or no warning.
- County and local services and resources may not be immediately available and the College may need to be self-sustaining for a period of time.
- Utilities could be affected.
- The College could be used as a sheltering facility for the community, depending on the location, size, and impact of the event.
- The series of events in an emergency or disaster are not predictable; therefore, this plan should only serve as a checklist or guideline, changes may need to be made in order to meet the necessities of the situation.

Definitions of Emergencies

Level 1 (Minor) Emergency: Any incident which will not seriously affect the overall operations of the College. This emergency can be handled using internal resources.

Level 2 (Major) Emergency: Any incident affecting an entire building or buildings, a major portion of the campus, or the entire campus seriously disrupting the overall operations of the campus. Outside emergency services and resources will likely be required, as well as efforts from campus support services. Policy considerations and decisions will be required from the College during times of crises.

Level 3 (Disaster) Emergency: Any event or occurrence which has taken place and has impaired or halted the operations of the College. In some cases, mass personnel injuries and extensive property damage may be sustained. A coordinated effort of all campus-wide responses is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Incident Command Center will be activated, and the appropriate support and emergency plans will be executed.

Concept of Operations

Command of Campus emergency operations is the responsibility of the President, Director of Public Safety, or designee. Command will direct emergency response measures and the decision to activate the CEOP will be based on the information available and probability of threat to the health, safety, and welfare of the campus population. In situations of activation of the CEOP, an Emergency Operations Center will be activated and operates under the National Incident Management System (NIMS). Assigned faculty and staff have or will receive NIMS training and will work in cooperation during the event in order to mitigate the threat to personnel and return the College to normal operations.

Campus Emergency Operations Center (CEOC)

The CEOC serves as a primary location in which staff member will report for duty and assume their roles. Emergency response activities and work assignments will be planned, coordinated, and delegated from the CEOC. Staff members are expected to report in upon arrival. The CEOC is the focal point for coordination, direction and control of emergency preparedness, response and recovery activities for the campus.

The Campus Emergency Operations Center (CEOC) location and an alternative location are pre-determined including two on-campus sites and one off-campus site.

Locations are not for public dissemination

Command Staff and team members will be advised by the Department of Public Safety of the location of the CEOC and be asked to report there.

Suggested CEOC Supplies List

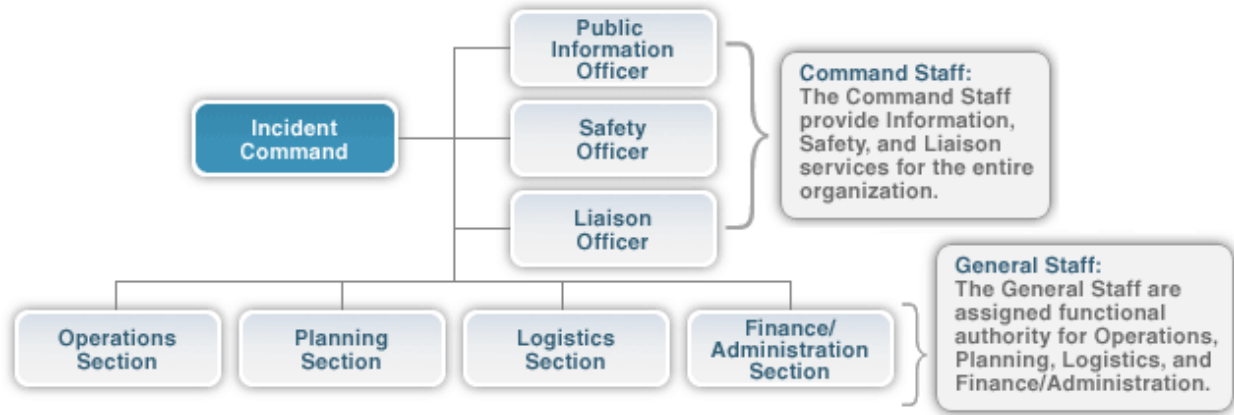
- Laptop Computers with WIFI capability
- Copier/Fax/Printer
- Copies of NIMS forms/checklists
- Campus Maps
- Whiteboard
- Pens/Pencils and miscellaneous office supplies
- File folders
- Cellular phone
- Flashlights and extra batteries
- Telephone (Satellite if available)
- Existing Campus Portable Radios
- VHF mobile radio with external antenna/DC power adapter
- Triage Kit
- Barricades, barrier tape and signs for the scene
- First Aid Kit and AED

The following maps, charts, and logs will be maintained and made available in the Incident Command Center. See Appendix, campus map.

County maps
Campus maps
Campus building floor plans and exterior photos each side of each building

Campus Incident Response Team

In addition to establishing a Campus Emergency Operations Center (CEOP) as necessary, The Department of Public Safety shall immediately begin contacting all members of the Campus Incident Response Team. The Campus Incident Response Team may be comprised of a combination of Kaskaskia College Personnel and personnel from outside responding agencies.



Incident Commander

Set the incident objectives, strategies, and priorities and has the overall responsibility for the incident. The President, Director of Public Safety or designee, as well as Vice Presidents may serve in the capacity of the Incident Commander (IC).

Command Staff

Depending upon the size and type of incident or event, the Incident Commander may designate personnel to provide information, safety, and liaison services. In ICS, the following personnel comprise the Command Staff:

- **Public Information Officer**, who serves as the conduit for information to internal and external stakeholders, including the media or parents.
- **Safety Officer**, who monitors safety conditions and develops measures for assuring the safety of all response personnel.
- **Liaison Officer**, who serves as the primary contact for supporting agencies assisting at an incident.

General Staff

Operations Section

The Operations Section is responsible for the management of operations directly applicable to the incident and collection, evaluation, dissemination and use of information concerning the development of the incident. This information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; 3) prepare alternative strategies and control operations for the incident.

Planning Section

The Planning Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident. Information is need to: 1) understand the current situation; 2) predict the probable course of incident events; 3) prepare alternative strategies and control operations for the incident.

Logistics Section

Logistics Section is responsible for providing equipment, facilities, materials, supplies, and service in support of the incident. The Logistics Section participates in the development and implementation of the Incident Action Plan and activated and supervises the Resources Section.

Finance and Administrative Section

The Finance/Administration Section is responsible for all documentation of the incident including financial and cost analysis aspects of the incident and for coordinating legal information and recommendations

Incident Safety and Security

In the event of an emergency or evacuation, active field personnel will be responsible for informing individuals about the emergency, clear the building or scene, if necessary assist those with disabilities and direct persons to the proper evacuation sites. Active field personnel can enlist the assistance of other employees if needed. Information will be disseminated via two-way radio communication on the Security channel, cell phone, or KC Alerts from the Department of Public Safety. Activation of the Incident Command Center will vary depending on the type of incident. Staffing considerations will be dependent on the size and complexity of the incident. A basic operating guideline is that the Incident Commander is responsible for all activities until command authority is transferred to another person. There is no absolute standard to follow and will depend on the magnitude of the incident.

CEOP Annexes

Direction and Control Annex

- The purpose of the Direction and Control Annex:
- Provide an overview of information on the means in which to efficiently respond to an emergency incident and protect the welfare of students, employees, and community members as well as its intellectual property and facilities.
- Create and implement a plan to minimize the impact of emergencies and maximize the effectiveness of the campus community response to and recovery from the challenges that emergencies present.
- Implement activation of the CEOP and issue Declaration of Campus Emergency.

Responsible parties: Campus Incident Response Team and Logistics

Disaster Intelligence/Damage Assessment/Recovery Planning Annex

The purpose of this annex is to access, gather, and distribute critical information of the extent of damage in order to recover and restore operation to the College after an emergency event or crisis and minimize injuries and confusion. During an emergency situation it is anticipated that operations will be disrupted, buildings will be damaged, and the potential for injury is heightened therefore measures will be taken to protect those on campus while regaining operation.

Responsible parties: Physical Plant, Planning and Logistics

Mass Care Annex

The purpose of the Mass Care Annex is to provide services to displaced individuals that include, but are not limited to medical care, shelter, food, and other essential life support needs during emergency situations. Areas of the campus have been recognized by the Red Cross and deemed appropriate to provide for individuals who need services and care.

Responsible parties: Department of Public Safety, Facilities, and the Public Information Officer

Health and Medical Services Annex

The purpose of the Health and Medical Services Annex is to provide counseling and medical services in the event of an emergency or disaster.

The local Community Resource Center (CRC) is utilized to provide counseling services and assistance to individuals in need. A request will be made to CRC for their assistance and support in the event of an emergency or disaster for support of victim's family members and also for the college staff.

Providing information to families when one of their family members is missing, injured or killed and immediate reunification is not possible in a timely and sensitive manner is critical. Before an emergency, the planning team must determine how, when, and by whom loved ones will be informed if their loved one is missing or has been injured or killed. Law enforcement typically takes the lead on death notifications, but all parties must understand their roles and responsibilities. This will ensure that parents and loved ones receive

accurate and timely information in a compassionate manner. While law enforcement and medical examiner procedures must be followed, families should receive accurate information as soon as possible. Having trained personnel on hand or immediately available to talk to loved ones about the status of their family member can ensure the notification is provided to a potential victim's loved ones with clarity and compassion. Counselors should be on hand to immediately assist family members. These points of contact should be connected to families as early in the process as possible, including while individuals are still missing but also before any victims have been positively identified. After an incident, it is critical to confirm that each family is getting the support needed, including services required long after the emergency or disaster has occurred.

The CEOP should consider printed and age-appropriate resources to help families recognize and seek help in regard to a variety of reactions that they or their loved ones can experience during and after an emergency. It is critical that these families and loved ones are supported as they both grieve their loss and support their surviving child(ren). To the extent possible, families will be supported if their preference is not to engage with the media. No information will be provided to media regarding family situations, unless specific approval is provided to the public information officer identified in this plan. Media will not be permitted in the area where families are being supported (identified as the Student Services area). Written resources will be provided to families including information of actions to take if they experience unwanted media attention at their homes.

Continuity of Operations (COOP) Annex

This annex will help insure that ensure essential functions will continue within the institution. The College is a Closed Point of Distribution (POD) partner with the Local Health Department and is in agreement with the Red Cross to use portions of the campus as a mass shelter facility. The designated areas are the Gym and LLC building.

If the College is used as a Point of Distribution, the Department of Public Safety will arrange for a minimum of one police officer to be on campus while the POD is active.

Responsible party: Facilities, Department of Public Safety, and Student Services

Mortuary Services Annex

The purpose of the Mortuary Services Annex is to provide assistance in the event that an emergency or event resulted casualties.

There will be the need to identify individuals, collect personal belongings, care for the remains, and contact family members. Counseling services will be requested from local resources and agencies.

The following should also be considered:

Responsible party: Department of Public Safety, Student Services, local law enforcement, EMS, and the County Coroner.

Resource Management Annex

The purpose of Resource Management Annex is to properly organize resources both on-campus and off-campus to efficiently respond to an emergency or disaster.

Equipment, supplies and materials will be managed. Any donations, monetary or goods, will be recorded. Guidance and direction will be given to volunteers or groups assisting during the event.

Responsible party: Logistics

Communications Annex

The purpose of the Communications Annex is to have notification systems in place in the event of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees on campus.

The following methods of communications are available in order to issue timely and accurate Information.

- KC Alert: To notify students and employees by email or text message on their cell phone, of campus closures for weather and/or other emergencies.
- 2-Way Radio Communication/Megaphones: Incident response team members, Department of Public Safety, other key individuals.
- College Website/E-Mail/Social Media: provide event information.
- Telephone/Cell phone
- Local radio stations.
- Fire Alarm System: Interior and exterior audio/visual devices and PA System: Incident response team members, Public Safety, other designees.

Responsible party: The Department of Public Safety and Informational Technology, Public Information Officer

Public Information Annex

If an emergency or disaster affects the College only factual information will be released; no speculation is to be offered. Details will be made available to students, staff, faculty, and the community including the nature of the emergency, how it began, who is involved, what is happening now and what outside resources have been requested. An area will be designated for press/media representatives, if necessary. The campus Public Information Officer will be responsible for providing information deemed essential by the Incident Commander in an emergency or crisis.

A timely warning will be issued whenever, a situation or incident that involves a serious or on-going threat to students or employees occurring on or off the campus. Emergency notifications will be issued upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to health or safety of students or employees. Emergency notifications will be issued without delay unless doing so would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The content of the warning or emergency notification will include information describing the situation and precautionary measures to take. As warranted, emergency notifications may be directed at only a portion or portions of the individuals at risk.

Responsible party: Public Information Officer and Department of Public Safety.

Evacuation/Shelter-in-Place/Lockdown Annex

The purpose of this annex is to provide direct and control in the movement of individuals for immediate safety during an emergency incident.

Campus evacuation/emergency procedure maps and student handouts are located in classrooms and main entrance doors in the buildings.

The Department of Public Safety will announce appropriate procedures by 2- way radio on all KC channels, and by using the fire alarm PA system and KC Alerts.

Responsible party: Department of Public Safety.

Mutual Aid Agreements/Mutual Aid Request

During times of an emergency or disaster the College realizes that the need for outside assistance and support from local agencies will be required. The College will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assistance. It is agreed and understood that assistance will be provided by the following agencies:

- Centralia Fire Protection District
- Clinton County Health Department
- Clinton County Emergency Management Agency EMA

- Centralia Police Department
- Clinton County Sheriff Department
- Illinois Law Enforcement Alarm System ILEAS
- Red Cross

Training/Exercises

The college conducts various drills, employee training/exercises, and a test of the emergency notification system throughout the year. Building floor plans outlining emergency procedures and escape/exit routes are posted in classrooms and throughout the campus. Evacuation procedures are included in the College Emergency Operations Plan that is presented to all employees. The Director of Department of Public Safety is responsible for planning a campus Professional Growth and Development day each year. This day encompasses the entire campus community for safety and security presentations, community presenters, and drills/exercises, and training.

Building Evacuation

Buildings will be evacuated when an alarm sounds and/or upon notification by Department of Public Safety personnel. When the building evacuation alarm (fire alarm) is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Assist the disabled in exiting the building. Do not use the elevators.

Designated Building Evacuation Meeting Areas:

- Lawn area south of the drive leading to the Fine Arts (FA) building loading dock.
- Near the flag poles in front of Health and Business (HB) Building.
- Lawn area between the West parking lot and Health and Professional Careers (HPC) Building.
- Lawn area east of HPC Building.
- Lawn area between the Fitness Center and East parking lot.
- Lawn area west of Agriculture Education Center (AEC), between AEC and Keister Road.
- Soccer field area south of the Nursing Education Center.

Department of Public Safety will provide perimeter security.

Updates on the situation will be made accordingly.

Emergency Call Boxes/Code Blue Stations

Emergency Call Boxes/Code Blue stations dial directly to the College's monitoring company who in turn will contact the Department of Public Safety, and if no answer or unavailable, the Clinton County Sheriff's Department.

Locations:

- West parking lot North crosswalk at the west(front) parking area
- Gymnasium at the cross walk to the east(back) parking lot
- Upstairs catwalk between the Library and Administration Building
- Bridge between the Lifelong Learning Center (LLC) and the Science and Technology (ST) building.
- Fitness Trail southwest corner near the Agricultural Education Center
- Fitness Trail south side
- East parking lot
- Nursing Education Center
- Sport Complex

All elevators are equipped with emergency telephones

Emergency Procedures

Shelter in Place/Lockdown

A precautionary measure to keep individuals safe while indoors during an emergency event. Situations that may require shelter in place include natural disasters; accidental or intentional release of chemical, biological, or radiological materials.

Close and lock all exterior windows and doors. Move everyone into interior rooms. Turn off all HVAC systems.

Lockdown

When a hostile person/s is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person/s within the campus, it is recommended that the following procedure be implemented.

- If you think you can safely flee the building or area, do so.
- If you cannot flee, secure doors, cover windows, turn off lights and all audio equipment.
- Deploy interior door fortification tool.
- Be as quiet as possible.
- Call 911, if you can do so safely.
- Remain on lockdown until notified by law enforcement that the danger has passed.
- All students, staff and faculty should be aware that it is permissible to “fight back” in an effort to protect yourself or others, however each individual should also take into consideration their own personal safety and physical abilities, as well as the dynamics of the situation before engaging a threat.

Dangerous Person on Campus or Prison Inmate Escape

When an Inmate Escape or other dangerous person is identified in the area causing a substantial risk to safety, the following procedure will be implemented.

The threat will be announced via KC Alerts, two-way radio on all KC channels, Fire alarm PA, Phone alert system, Megaphone, and Social Media.

If feasible, Department of Public Safety Security personnel will respond to the Child Care Center to allow face to face communication with a Child Care Center employee(s), as well as to allow real time updates to and from the Child Care Center.

Also, if feasible, Department of Public Safety Police will respond to the following:

- A police officer should be staged in the front parking lot on Keister Road at the Veteran’s Memorial.
- A police officer should be staged near the rear parking lot on Campus Road in front of the Fitness Center.
- A police officer(s) should patrol campus and make contact with pedestrian or motor vehicle traffic, to make them aware of the situation and to provide escorts and perimeter security until the threat has ended.

Resolution of the threat will be announced via KC Alerts, Fire alarm PA, Megaphone, and Social media.

Department of Public Safety will keep all parties, campus and community, informed in the best manner the situation will allow.

Fire Alarm Activation

If the fire alarm sounds, do not disregard the alarm. Everyone must exit the building and proceed to the nearest evacuation area. Everyone should be aware of the possibility that the alarm is a diversion to set up an ambush scenario.

Department of Public Safety personnel will assist with evacuation and check exit points for diversionary safety risks.

In the event that a fire is detected or alarm sounds, proceed with the following plan:

Persons discovering fire or smoke in any part of the College complex should contact Department of Public Safety and dial 911.

Depending on the size and type of fire:

- Do not use the elevator.
- Use the appropriate fire extinguisher to contain the fire.
- Manually sound alarm by activating a pull station and evacuate the building(s) if necessary.
- Evacuate the building and make sure all persons are at least 300 feet away from the building(s) and out of the fire department's way.

Required information for Department of Public Safety and Director of Facilities:

- Location of fire: Building, floor, nearest room number.
- Size of fire.
- Name of caller.

If safe to do so, use a fire extinguisher to extinguish the fire.

PASS

P – Pull the pin

A - Aim at the base of the fire

S – Squeeze the handle

S – Sweep side to side

Once outside, proceed to a clear area at least **300** feet away from the building.

Keep fire lanes, hydrant areas and sidewalks clear for emergency vehicles and personnel. Know your evacuation meeting areas (see CEOP page 14 for Building Evacuation Meeting Areas) Do not return to evacuated building unless told to do so by Department of Public Safety personnel or appropriate individual.

Tornado Watch Definition

Issued by the National Weather Service designating a specific area in which, for a specific period of time, the probabilities for tornado development are dangerously high.

Tornado Warning Definition

Exists when a funnel cloud or tornado has actually been sighted and has been so reported by either the National Weather Service or a member of the Department of Public Safety, trained storm spotter, or other College personnel.

Tornado Watch

Be alert for approaching storms. Be ready to take shelter. Department of Public Safety will monitor the weather alert radio, scanner, and local radio and television stations.

Tornado Warning

Department of Public Safety will sound the College warning system (KC Alerts, Call Down List, fire alarm, system PA,) and announce the warning. Department of Public Safety should consider deploying an observer in an area appropriate to approaching storm path and direction, in an effort to give additional advanced warning to those on campus.

When a tornado warning is announced:

- Proceed immediately to the interior hallway of the lowest floor of the building.
- If time does not permit, get into the safest area of your classroom or office (the inside wall farthest from the doors or windows).
- Avoid windows, auditoriums, gymnasiums and other structures with free-span roofs.
- Take shelter.

After tornado has passed:

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move someone, first stabilize the neck and call for help immediately. Use great caution when leaving a damaged building. Look out for broken glass inside and outside. Be alert for

downed power lines and treat all wires as though they are hot.

An “all clear” announcement will be made when conditions are safe. Weather Alert Radios **are in the following locations:**

- Main Department of Public Safety desk in HB Building
- Secondary Department of Public Safety desk in AD/ST building
- Business Office in AD Building
- Fitness Center Reception Desk
- Facilities Office in Vo-Tech Building
- Reception area in Lifelong Learning Center
- HPC 103 in Health and Professional Careers Building
- Reception area in Nursing Education Building
- Office area in Agricultural Building

Emergency Shelter Areas

Located on the **first floor** of the main buildings:

HB Building: Enrollment Center Vault area and back hallway

HB west side of main hallway,

Fine Arts Building: A107 to A118

L Building: Hallway from the Student Center to L 123
L104 to L108

AD Building: Hallway from AD 100 to AD 104

ST Building: Hallway from ST 101 to ST 101

Hallway from ST 117 to ST130

HPC Building: HPC main hallway

Child Care main hallway

Lifelong Learning Center: LLC Restrooms or evacuate to HPC or HB shelter areas Gym/Fitness Center:

Evacuate to the ST/AD Building

Agricultural Education Center: Go to the basement (Do not use elevator)

Nursing Education Center: Restrooms

Sport Complex: If time allows go to the main campus buildings, otherwise shelter can be taken in the restrooms of the Sports Complex concession stand area.

Bomb Threat

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist provided.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact Safety and Security immediately with information and await instructions.

If a bomb threat is received by handwritten note:

Call the Department of Public Safety (618-545-3199)

Handle note as minimally as possible

If a bomb threat is received by email:

Call the Department of Public Safety (618-545-3199)

Do not delete the message.

Signs of a suspicious package:

- No return address
- Poorly handwritten label
- Excessive postage
- Misspelled words
- Stains
- Incorrect titles
- Strange odor
- Foreign postage
- Strange sounds
- Restrictive notes
- Unexpected delivery

DO NOT:

- Use two-way radios or cellular phone.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Bomb Threat Checklist

Call received/date/time:

Call ended/time:

Gender of caller:

Person receiving the call/name/number:

Write down the exact wording of the threat:

Ask Caller:

Where is the bomb located? (Building, Floor, Room, etc.)

When will it go off?

What does it look like?

What kind of bomb is it?

What will make it explode?

Did you place the bomb? Yes/No

Why? What is your name?

Information about Caller:

Where is the caller located? (Background and level of noise) Estimated age:

Is voice familiar? If so, who does it sound like?

Other points:

Caller's Voice Background Sounds:

Caller's Voice

Accent

Angry

Calm

Clearing throat

Coughing

Cracking voice

Crying

Deep

Deep breathing

Disguised

Distinct

Excited

Female

Laughter

Lisp

Loud

Male

Nasal

Normal

Ragged

Rapid

Raspy

Slow

Slurred

Soft

Stutter

Background Sounds

Animal Noises

House Noises

Kitchen Noises

Street Noises

Booth

PA system

Conversation

Music

Motor

Clear

Static

Office machinery

Factory machinery

Local

Long distance

Threat Language

Incoherent

Message read

Taped

Irrational

Profane

Well-spoken

Earthquake

During an earthquake remain calm and quickly follow the steps outlined below:

If indoors, seek refuge in a doorway or under desk or tables. Stay away from glass windows, shelves, and heavy equipment.

If outdoors, move quickly away from buildings, utility poles, and other structures.

If in an automobile, stop in the safest place available; preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.

After the initial shock, evaluate the situation and if emergency help is necessary call the Department of Public Safety 618-545-3199, if on campus. Do not use the elevators, stand in doorways, or light matches/smoke there could be the possibility of a gas leak.

Do not re-enter the area until an "all clear" has been announced.

Protect yourself at all times and be prepared for aftershocks. Check for damaged facilities. Caution: always avoid power and utility lines as they may be energized. Know your assembly point. See evacuation maps located throughout the campus.

Gas Leak

If a gas leak is detected during working hours proceed with the following plan:

Immediately evacuate the building or area of gas leak or gas line break. Maintenance personnel will turn off gas main and all gas using appliances. Director of Facilities will contact Ameren Illinois and then notify the President and Call 911 to contact the fire department if necessary. The Department of Public Safety will secure the area and await further instruction.

Do not allow individuals to strike a match or lighter, or smoke. Do not turn light switches on/off.

Utility Failure

Procedures to follow if a power failure occurs during working hours:

Director of Facilities will contact Clinton County Electric Cooperative and advise them of the power outage and ask for an estimated time of when the power will be restored. Director of Facilities will notify the President and the Department of Public Safety.

The Department of Public Safety will check the elevators, restrooms, and other isolated areas on campus. Emergency lighting equipment, such as flashlights, should be distributed if necessary. If an evacuation is called for employees will be asked to secure their areas as they leave. Buildings will be checked and secured by the Department of Public Safety.

If power is not restored KC Alert will be activated and local media will be notified that the College is closed. When power is restored, the Director of Facilities will notify the President and the Department of Public Safety.

Procedures to follow if a power failure occurs after hours:

The Department of Public Safety should contact maintenance or the Director of Facilities.

Hazardous Materials Incident On-Campus or Nearby

With the presence of everyday cleaning chemicals to classroom labs to items that are transported on public roadways, the potential for a Hazardous materials incident exists on-campus or nearby that may require a coordinated response of first responders and college staff.

Potential areas of concern:

- A Sewer Treatment Plant operated by the City of Centralia, which is located near the main entrance to Kaskaskia College (Keister Road near Shattuc Road). Emergency Contact for this facility is the Centralia Police Department 618-533-7602 extension 2. Non-Emergency contact for the sewer plant is contact number for the City of Centralia Sewer plant 618-533-7683.
- Norfolk Southern Railroad – A Norfolk Southern Railroad crossing is located 1.6 miles south of the main entrance to Kaskaskia College on the Shattuc Road. The contact number for Norfolk Southern Railroad is 800-453-2530.
- Burlington Northern Railroad has railroad tracks that run from the City of Centralia northwest toward the Village of Shattuc. At the closest point these railroad tracks are located 1.3 miles from the east parking lot at Kaskaskia College. The contact for Burlington Northern Railroad is 800-832-5452 and a local contact number of 618-545-2063.

Hazardous Materials Spill

If You Spill A Hazardous Material or Materials:

A major spill (a spill that you cannot safely handle by yourself) notify others in your area that a spill has occurred. Do not hesitate to pull the fire alarm if necessary to evacuate the building. Call 911, if necessary, and the Department of Public Safety. For flammable materials, turn off all ignition sources, if it can be done safely. Close doors to the area where the spill occurred. Limit access to the area. If safe to do so, stand by the area outside the building until help arrives. Isolate the spill area to keep everyone away, and post signs as necessary.

A minor spill (a spill you can safely clean up)

Prevent others from coming in contact with the spilled chemical(s). Wear proper personal protective equipment such as goggles, gloves, etc. during cleanup. Spread absorbent material on and around the spill to absorb the chemical(s). Sweep up the absorbed spill from the outside toward the middle. Scoop up and deposit in a leak-proof container. Label and dispose of the container through the hazardous waste management program. Wash the contaminated surface with soapy water.

Blood/Bodily Fluid

Appropriate training will be provided to custodial staff and public safety staff to handle blood/bodily fluid spills. Contact Custodial Staff for clean-up of spills containing blood, blood products or other bodily fluids. Isolate the spill from others until assistance arrives. If Custodial Staff cannot be immediately located, contact The Department of Public Safety at 618-545-3199.

Considerations for Biohazard or chemical exposure

Chemical Showers and Eye Wash stations are located in labs.

Skin exposure: Vigorously wash affected skin with plenty of soap and water.

Eye exposure: Wash eyes for at least 10 minutes with water or eye wash solution, lifting the upper and lower eyelids occasionally. First Aid Kits placed throughout campus contain eye wash

Illness/Injury

The following guidelines shall govern the actions of employees requesting medical assistance for themselves and others in need. In the event that a student, visitor, or College employee injures himself/herself or falls ill, the employee shall make every effort to assist that person in the following ways:

If a serious injury or illness occurs on campus immediately contact the Department of Public Safety (618-545-3199). If you feel the situation warrants, call 911 and then the Department of Public Safety, who will immediately respond to the area.

The caller should remain calm and give the following information to 911 and the Department of Public Safety.

- Caller's name and location.
- Injured person's exact location (must be specific)
- Injured person's condition if known (i.e. fainted, bleeding)
- Caller should wait for assistance to arrive.

Caring for the victim:

- Check the scene.
- Scan the area for immediate dangers to yourself or to the victim. If the scene is unsafe, make it safe. If unable to do so, do not enter.
- Keep the victim still and comfortable.
- Ask the victim, "Are you okay?" and "What is wrong?"
- Check breathing and give artificial respiration or CPR, if necessary.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.

For any personal injury or traffic accident, report all details immediately to the Department of Public Safety. If you feel the situation warrants, call 911 and then the Department of Safety and Security. An officer will respond to the scene, assist the injured person, control bystanders, and summon any additional assistance. Depending on the situation, Clinton County Sheriff's Department will be contacted with the details.

Emergency at any Sporting Facility or Sporting Event

Athletic Trainer, Coach, or KC Representative will call 911 or other emergency Number consistent with organizational policies. The Department of Public Safety should be contacted (618-545-3199).

Give a clear location of the location that Emergency Medical Services (EMS) are needed.

- Provide necessary information to EMS personnel:
- Name, address, telephone number of caller
- The nature of the incident/explain what help is being requested and why
- Number of victims; condition of victims
- Advice what first-aid treatment is being initiated
- Specific directions as needed to locate scene
- Other information as requested by dispatcher

Provide appropriate emergency care until arrival of EMS personnel: on arrival of EMS personnel, provide pertinent information (method of injury, vital signs, treatment rendered, medical history) and assist with emergency care as needed. If available, Department of Public Safety personnel should meet EMS at appropriate entrance to assure arrival at correct location.

Note:

- member of coaching staff should accompany student-athlete to hospital
- parents should be contacted
- administration should be informed

- obtain medical history and insurance information
- appropriate injury reports should be completed

Locations of First Aid Stations/Kits

- HB104 (Admissions) – large med bag, backboard, 2 wheel chairs, pillow and blanket
- Vault in AD Building – First Aid Kit, back board, cot, pillow and blanket
- ST 119A (Stairwell) - cot, pillow and blanket
- HPC 103 - large medical bag, trauma bag
- AD 202 – wheel chair

First Aid Kits are available at the following locations:

- Department of Public Safety front desk at the HB Entrance
- Department of Public Safety desk on the first floor of the AD/ST building
- Cafeteria (Kitchen near A124B)
- Library behind main desk
- AD Building in the vault
- AD209A
- AD203B
- AD hallway near AD208
- ST Building Science Labs ST101, ST104, ST109, ST113, ST114
- ST Boiler Room Office
- Auto Repair Shop ST117
- Gym/southwest corner
- Fitness Center behind main desk
- HPC PC103
- Radiology Office PC134 (across from restrooms)
- Cosmetology PC153
- Dental Assisting PC157
- LLC hallway near LC104
- Nursing Conference Room 145
- Children's Learning Center (classroom/kitchen/office)
- AG main hallway
- AG Vending Area
- Sports Complex/Concession Stand

AED Locations:

- Public Safety front desk near Admissions
- 2nd floor HB/L/Student Center hallway
- HB hallway outside the Auditorium
- ST/AD 1st Floor by Public Safety Desk
- ST/AD 2nd Floor next to AD208
- Gymnasium near Concession Stand
- Fitness Center
- Vo-Tech, V104
- Lifelong Learning Center near the Board Room
- HPC Building across from restrooms
- Child Care Center Hallway
- Nursing Education Center near Conference Room 145
- AG Center at the main entrance
- Sports Complex

Assisting Individuals with Disabilities

Individuals with hearing, mobility, and visual disabilities should be assisted during an emergency situation by incident team members and the Department of Public Safety. Use of elevators should be avoided during emergencies in which the functionality of the elevator could be compromised. Individuals with mobility disabilities, who are located on the 2nd level, should be directed to the nearest stairwell landing, if necessary the individual may need assistance descending the stairs. However, consider moving the individual(s) with the mobility disabilities to an alternative unaffected building to utilize an elevator to return to ground level. Individuals with hearing or visual disabilities may not be able to distinguish audible or visual warnings. These individuals should be warned by other means such as written or verbal communication.

Reporting Crimes

On-Campus:

Individuals may report a crime or other emergency to the Department of Public Safety, the Welcome Center, or to any employee.

When calling 911 and/or the Department of Public Safety, stay calm and carefully explain the problem and location to the individual assisting you. Do not hang up until told to do so. Keep calm. Keep others calm. Be sure to give the following information to the officer:

- Your name
- Location
- The number you are calling from
- Describe the situation

Protect the crime scene; do not clean or disturb the area. In case of a serious crime, do not allow anyone to enter the area until the Department of Public Safety or the police arrive.

Resource Numbers

From a Cell Phone or outside line

Dial 618-545-then the 4 digit extension

President	3010/3011
Vice President of Educational Services	3015/3016
Vice President of Administrative Services	3105
Vice President of Student Services	3033/3034
Dean of Arts and Sciences	3025/3026
Dean of Career and Technical Education	3030/3031
Director of Facilities	3169/3136
Director of Safety and Security	3198
Safety and Security Department	3199/3196/3198

Non-Emergency	Emergency	
Ameren Illinois (Natural Gas)	800-755-5000	
Clinton County Electric Coop (Electric)	618-526-7282	
Clinton County Sheriff Department	618-594-4555	911
Centralia Fire Protection District	618-533-7602	911
St. Mary's/Good Samaritan Hospital	618-436-8000	
St Mary's/Good Samaritan ER	618-436-6000	

Maps

Kaskaskia College

<http://www.kaskaskia.edu>



1. **Main Entrance**
2. **Clock Tower**
3. **Disabled Permit Parking/
Visitor Parking**
4. **East Parking Area**
5. **West Parking Area**
6. **Sports & Wellness Building**
7. **Baseball Field**
8. **Softball Field**
9. **Tennis Courts**
10. **Soccer Field**
11. **KC Boulevard**
12. **Bus Garage**
13. **Veterans Memorial**
14. **Fitness Trail**

PC – Professional Careers

Children's' Learning Center
 Cosmetology
 Dental Assisting
 Diagnostic Medical Sonography
 Early Childhood Education
 Health
 Massage Therapy
 Physical Therapy Assistant

 Radiologic Technology
 Faculty Offices

L – Library

Computer Info Systems
 Career Services
 Education
 English Lab
 Faculty Offices
 Library
 Student Success Center
 Marketing/Public Information
 Online Student Support
 Perkins Program
 Office Occupations
 Open Computer Lab
 Tutoring
 Testing

N – Nursing

Dean of Nursing
 Practical Nursing
 Paramedicine

G – Gymnasium

Fitness Center
 Physical Education Coordinator

HB – Health and Business

Dean of Enrollment Services
 Academic Advising
 Admissions
 Registrar
 Enrollment Center
 Financial Aid
 Cashier
 Security
 Respiratory Bookstore
 Business
 Accounting
 History
 English
 Literature
 Logics & Ethics
 Perkins Program
 Philosophy
 Spanish
 Speech
 Faculty Offices
 Trio

SA – Sports & Activities

LC – Lifelong Learning Center

Advancement Office
 Alumni Relations
 Art Gallery
 Wedekemper Board Room

VA – Vocational Annex

Art
 Maintenance & Grounds

AEC – Agricultural Ed Center

Agriculture
 Horticulture

AD – Administration Building

President
 Vice President of Administrative Services
 Vice President of Instructional Services
 Vice President of Student Services
 Dean of Arts & Science
 Dean of Career and Technical Education
 Print Shop
 Business Office
 Faculty Offices

ST – Science and Technology

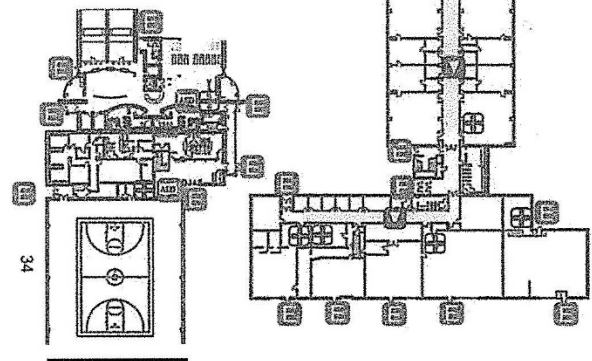
Human Resources
 Biology
 Mathematics
 Physics
 Pre-Engineering
 Chemistry
 Anatomy
 Geology
 Astronomy
 Physical Science
 Automotive Technology
 Athletic Director & Coaches
 Information Technology
 Media Center
 Faculty Offices

A – Fine Arts & Student Center

Culinary Arts
 Cafeteria
 Drafting Technology
 Music
 Choir
 Band
 Theater
 Faculty Offices

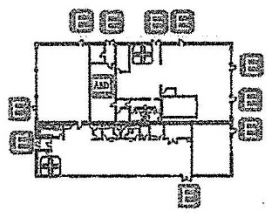
Tornado Shelter and Evacuation Area

Gymnasium and
Fitness Center

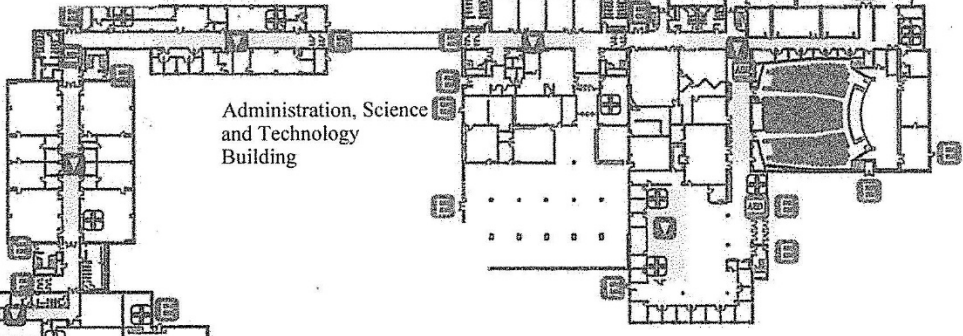


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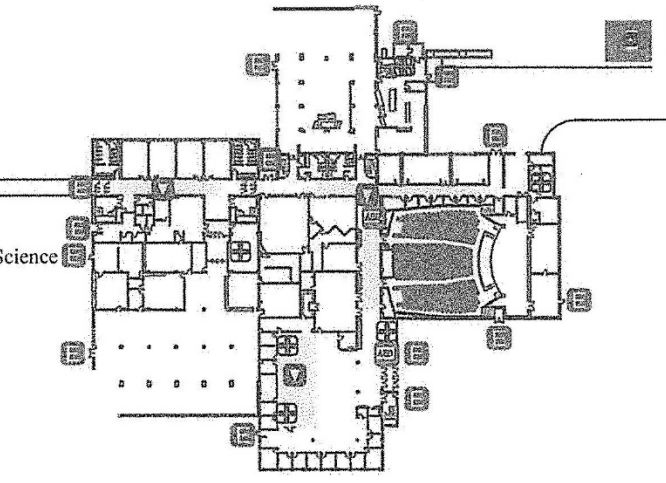
VoTech
Annex



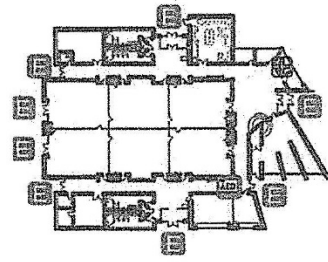
Administration, Science
and Technology
Building



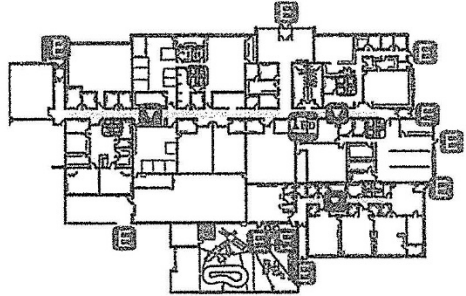
Health and Business,
Library, Arts Building



Lifelong Learning
Center



Health and
Professional
Careers



SYMBOLS



FIRE ESCAPE

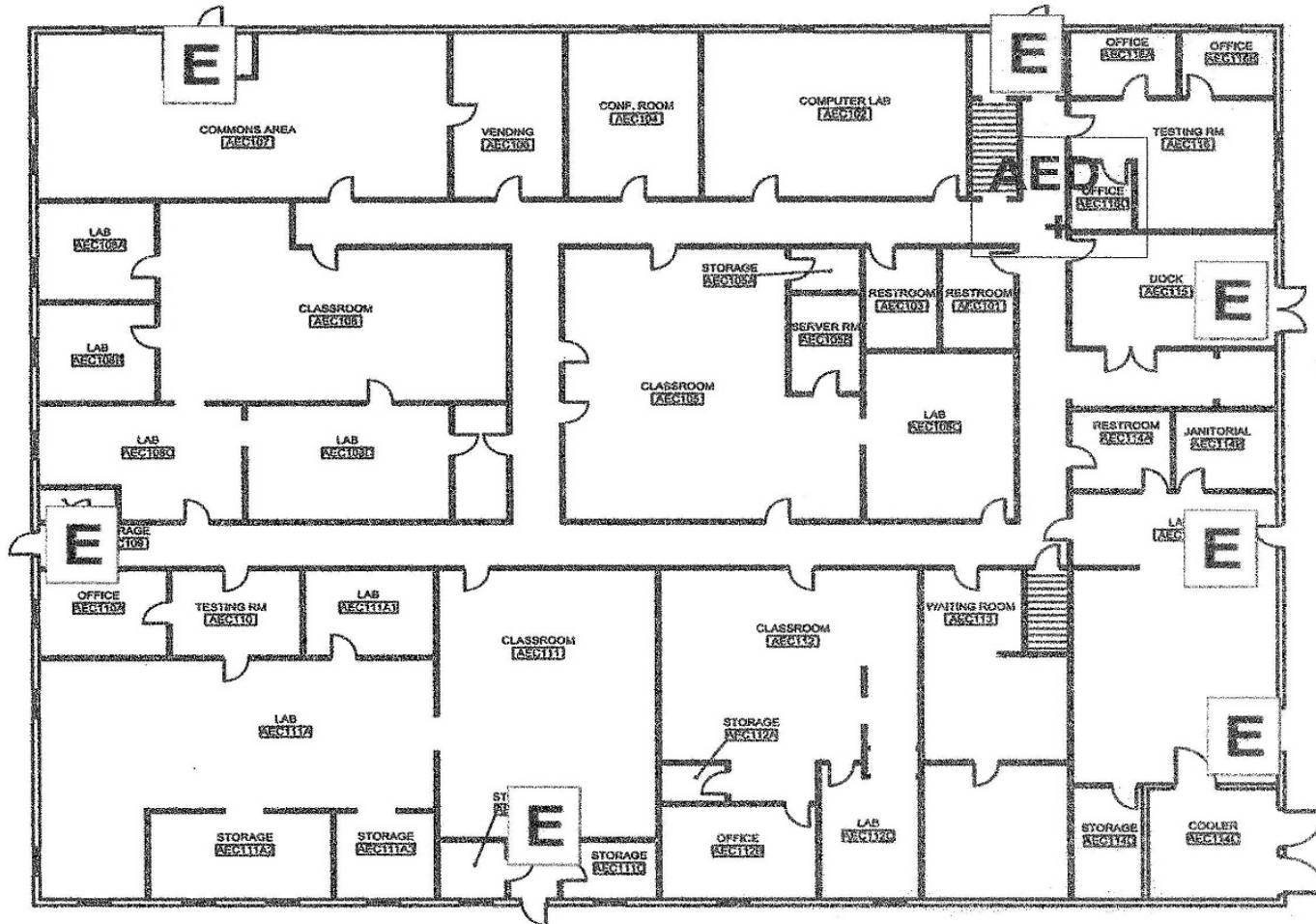
TORNADO SHELTER

EVACUATION MEETING AREA

FIRST AID KIT

AED

AED Location



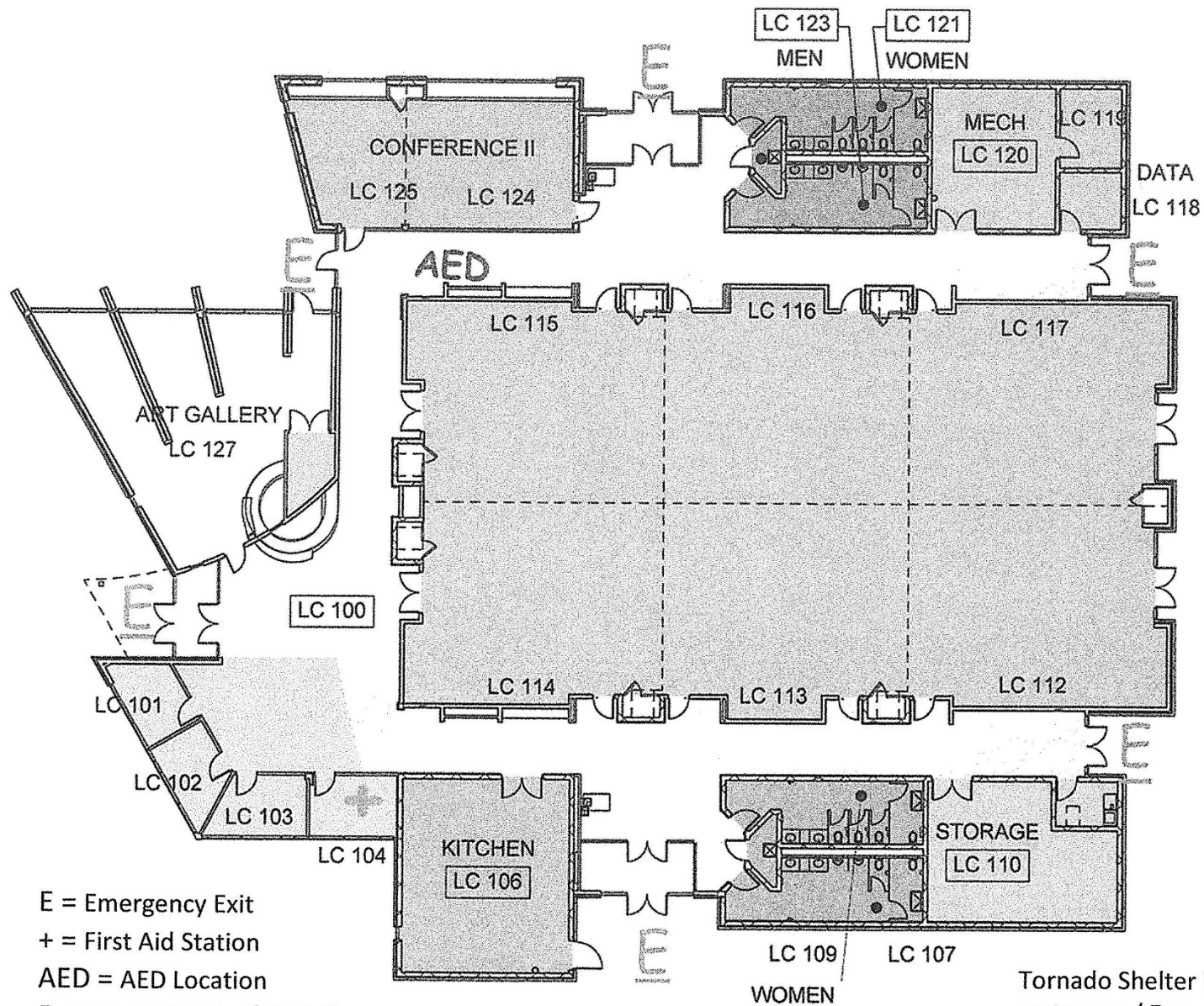
AEC BUILDING 1ST FLOOR

SCALE: 1/16" = 1'-0"



- E = Emergency Exit
- + = First Aid Kit
- Tornado Shelter Area go to basement
- AED = AED Location
- X = Evacuation Point

Lifelong Learning Center



E = Emergency Exit
 + = First Aid Station
 AED = AED Location
 Evacuate West of Building

Tornado Shelter in
 restrooms/ Evac to HPC or
 HB Building

Kaskaskia College Emergency Information

EVACUATION PROCEDURES

- Evacuate the building when an alarm sounds and/or upon notification to do so.
- Leave by the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building.
- Once outside, proceed to a clear area at least 300feetawayfromthebuilding.
- Do not return to evacuated building unless told to do so by an authorized College official or Safety and Security Officer.

TORNADO WATCH

Issued by the National Weather Service designating a specific area in which, for a specific period of time, the probabilities for tornado development are dangerously high.

- Be alert for approaching storms.
- Be ready to take shelter.
- The Safety and Security Department will monitor the weather alert radio located at the main desk.

TORNADO WARNING

Exists when a funnel cloud or tornado has actually been sighted and has been so reported by the National Weather Service.

- If time permits, go to the designated shelter area
- If time does not permit, get into the safest area of your classroom or office
- (the inside wall farthest from the doors or windows).
- Stay in the sheltered area until an all clear is announced

EARTHQUAKE

- Seek refuge under a solid piece off furniture (desk/table).
- Stay away from glass ,windows, shelves ,and heavy equipment.
- Protect yourself at all times and be prepared for aftershocks.

SUSPICIOUS/CRIMINAL ACTIVITY

Report any suspicious/criminal activity to KC faculty/staff and the Department of Public Safety.
618-545-3199

- Call 911 if necessary

BOMB THREAT

- Remain calm, take your personal belongings, and evacuate the building immediately
- Proceed to the evacuation meeting area
- Do not return to the building until an all clear is announced

FIRE PROCEDURES

- If the fire alarm system sounds, do not disregard the alarm
- Everyone must exit the building and proceed to the evacuation meeting area
- Ensure that 911 is called
- Do not return to the building until an all clear is announced

LOCKDOWN

When a hostile person is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person/s within the campus, it is recommended that the following procedure be implemented.

- If you think you can safely flee the building or area, do so.
- If you cannot flee, secure doors, cover windows, turn off lights and all audio equipment. Be as quiet as possible.
- Call 911 if you can do so safely.
- Stay put until notified by law enforcement that the danger has passed. Realize there may be a considerable amount of time pass before it can be verified that the threat has passed.

MEDICAL EMERGENCY

- Call911 if necessary and then the Department of Public Safety
- Have someone meet and direct emergency responders
- Do not approach the patient unless safe to do so
- Provide first aid if trained and it is safe to do so

SHELTER INPLACE

When a threat is posed by atmospheric contamination.

- Close and lock all exterior windows and doors.
- Move everyone into interior rooms.
- Turn off all HVAC systems.

PLEASE REFER TO THE MAP LOCATED IN EACH CLASSROOM FOR AED/FIRST AID KIT LOCATIONS, EVACUATION MEETING AREAS, AND TORNADO SHELTER AREAS

EMERGENCY NUMBERS	NON-EMERGENCY NUMBERS
Hospital 618-436-8000	Police 618-594-4555
Ambulance 911	
Fire 911	IL POISON CONTROL CENTER
Police 911	1-800-222-1222
