

EMERGENCY



RESPONSE GUIDE

EMERGENCY NUMBERS

CIVIL DISTURBANCE

GAS LEAKS-FUMES-VAPORS

SUSPICIOUS PACKAGE

SEVERE WEATHER EMERGENCIES

TORNADO SAFETY PLAN

BOMB THREAT EVACUATION-COURTHOUSE

BOMB THREAT EVACUATION-BROOKENS

PHONE THREAT CHECKLIST

FIRE

Emergency Numbers

To report any Police, Fire, Medical Emergency Call:

From Office: **9-911**

Out of Office or cell Phone: **911**

When Calling 911

1. Stay on the line with the dispatcher
2. Provide address of the building and your exact location. This is especially important if you are calling from a cell phone.
3. Provide a thorough description of the incident to ensure that the proper resources are dispatched.
4. Do not hang up until the dispatcher tells you to do so.

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Civil Disturbance

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

In the event of a civil disturbance:

1. Call **9-911** from office phone or **911** from out of office or cell phone.
2. If the event is in the initial stage and has not reached a critical point, call **333-8911**
3. Provide address, location and all possible details to the dispatcher.
4. Do not provoke or become involved in the disturbance.
5. Secure your work area and secure sensitive files, if safe to do so.
6. If the disturbance is outside, stay away from doors and windows. Remain inside.

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Gas Leaks-Fumes-Vapors

If you detect natural gas, fumes or vapors:

1. Call **9-911** from office phone or **911** from out of office or cell phone to report situation.
2. Clear the area immediately if instructed to do so by dispatcher, provide assistance to visitors and those with special needs.
3. Provide your location and location of the odor to the dispatcher.
4. Provide as many details as possible to dispatcher.

If the building or area evacuation is ordered by the emergency responders:

1. Leave all ventilation systems operating unless instructed otherwise by responders.
2. Leave area immediately, avoid using elevators.
3. Report to your department's designated gathering point to be accounted for.

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Suspicious Package

If you receive or discover a suspicious package or device:

1. **Do not touch it, tamper with, or move it**
2. Immediately call **9-911** from office phone or **911** from out of office or cell phone.
 - Do not use cell phone with in 300 feet of suspicious package.

What constitutes a suspicious package or letter?

- Have a powdery substance on the outside
- Are unexpected or from someone unfamiliar to you
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no names or misspelling of common words.
- Have no return address or have one that can not be verified
- Are addressed to someone no longer with your organization or otherwise outdated.
- Have unusual amount of tape.
- Have unusual shape, weight, or lopsided.
- Have strange odor or stains.

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Severe Weather Emergencies

TORNADO WATCH

Conditions are favorable for the development of tornadoes in and close to the watch area. Watches cover large areas of one or more states. Watches are usually in effect for several hours, with 6 hours being the most common.

TORNADO WARNING

A tornado is indicated by radar, or has been sighted by storm spotters. The warning will include where the tornado is and what towns will be in its path. Tornado warnings affect all or portions of specific counties, and are generally in effect for about 45 minutes or less.

SEVERE THUNDERSTORM WATCH

Conditions are favorable for the development of severe thunderstorms in and close to the watch area. Watches cover large areas of one or more states. Watches are usually in effect for several hours, with 6 hours being the most common.

SEVERE THUNDERSTORM WARNING

Issued when a thunderstorm is currently producing, or is expected to produce, hail 3/4 of an inch or larger in diameter, and/or winds which equal or exceed 58 mph. Severe thunderstorms can result in the loss of life and/or property. Information in this warning includes: where the storm is, what towns will be affected, and the primary threat associated with the storm. Severe thunderstorm warnings are issued for individual counties or portions of counties, and are generally in effect for around an hour.

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FLOOD WATCH

Indicates that flash flooding is possible in and close to the watch area. Those in the affected area are urged to be ready to take quick action if a flash flood warning is issued or flooding is observed.

FLASH FLOOD WARNING

Signifies a dangerous situation where rapid flooding of small rivers, streams, creeks, or urban areas are imminent or already occurring. Very heavy rain that falls in a short time period can lead to flash flooding, depending on local terrain, ground cover, degree of urbanization, degree of man-made changes to river banks, and initial ground or river conditions. Flash flood warnings are generally in effect for 3 to 6 hours.

URBAN AND SMALL STREAM FLOOD ADVISORY

Alerts the public to flooding which is generally only an inconvenience and does not pose a threat to life and/or property. Issued when heavy rain will cause flooding of streets and low-lying places in urban areas, or if small rural or urban streams are expected to reach or exceed bankfull.

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Tornado Safety Plan

In an effort to protect employees and visitors to Champaign County

Facilities the following action will be taken in the event of a Tornado

Warning for Champaign County affecting the Champaign-Urbana area.

1. When advised of a tornado warning, by weather alert radio or other sources, notify all personnel in your department as well as visitors to move to your assigned shelter location.
2. Tornado warnings are given for a specific period of time, normally 20 to 45 minutes. Stay in your shelter location until the warning has expired.
3. Please refer to the map of your facility to locate the shelter location closest to your location. Be sure all employees know where to go and can instruct visitors to the shelter.

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Bomb Threat Evacuation-Courthouse

When the Sheriff authorizes an evacuation of the Courthouse due to a bomb threat all employees shall do the following:

1. Prior to leaving all employees should briefly inspect their immediate work area for anything suspicious or out of the ordinary. If anything is found, Court Security should be notified immediately.
2. Sheriffs Office Personnel will ordinarily direct all employees to evacuate the building through the south loading dock door.
3. All employees shall report to the south end of Lincoln Square Mall to stage and await further instructions. At this time department heads shall account for all staff members on site.
4. All employees will be updated on the status of the situation as information becomes available.
5. No one will re-enter the building until the Sheriff authorizes the building to be re-opened.
6. Deliberating juries and the Court Security Officer or Bailiff that is assigned to them will report to the west corridor of Lincoln Square Mall to predetermined areas. A representative of the Sheriffs Office will arrange relocation of all deliberating jurors.
7. All seated jurors will be directed to exit through the loading dock doors and to go to the basement of Lincoln Square Mall using the north stairwell. A representative of the Sheriffs Office will meet them there with further instructions.
8. In the event that the Civic Center is being used for evacuation, arrangements will be made for jurors. A Court Security Officer or Bailiff should remain with deliberating juries and keep them away from other contact.

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Bomb Threat Evacuation-Brookens Administration Center

When the Sheriff authorizes an evacuation of the Brookens Administrative Center due to a bomb threat all employees will do the following:

1. Prior to leaving all employees should briefly inspect their immediate work area for anything suspicious or out of the ordinary. If anything is found advise your supervisor immediately.
2. Sheriff's Office and Law Enforcement personnel will ordinarily direct all employees to evacuate the building through the closest exit.
3. All employees and visitors will report to the far north parking lot to stage and await further instructions. At this time department heads shall account for all staff members. After all persons assembled, all will move to Prairie School Gym at 2102 E. Washington St. Phone: 384-3628.
4. All employees will be updated on the status of the situation as soon as information becomes available.
5. No one will re-enter the building until the Sheriff authorizes the building to be re-opened.

BOMB THREAT EVACUATION-BROOKENS

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PHONE THREAT (check all that Apply)

PLACE THIS CARD UNDER YOUR TELEPHONE

Time: _____ a.m./p.m.

Date: / /

Caller I.D.# () -

Questions to ask:

1. When is the device going to explode or release?
2. Where is it right now?
3. What does it look like?
4. What kind of device or package is it?
5. What is in the package? Chemicals? Germs?
6. What will cause it to explode or release its contents?
7. Did you place the package, bomb or devise?
8. Why?
9. What is your address?
10. What is your name?

Exact Wording of the threat:

Additional Information:

Sex of Caller _____ Age of Caller: _____ Call Duration: _____

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> ANGRY | <input type="checkbox"/> STUTTER | <input type="checkbox"/> EXCITED |
| <input type="checkbox"/> LISP | <input type="checkbox"/> SLOW | <input type="checkbox"/> RASPY |
| <input type="checkbox"/> RAPID | <input type="checkbox"/> DEEP | <input type="checkbox"/> SOFT |
| <input type="checkbox"/> RAGGED | <input type="checkbox"/> LOUD | <input type="checkbox"/> LAUGHING |
| <input type="checkbox"/> CRYING | <input type="checkbox"/> NORMAL | <input type="checkbox"/> ACCENT |
| <input type="checkbox"/> CRACKED VOICE | <input type="checkbox"/> CLEARING THROAT | <input type="checkbox"/> DISTINCT |
| <input type="checkbox"/> DISGUISED | <input type="checkbox"/> SLURRED | <input type="checkbox"/> FAMILIAR |
| <input type="checkbox"/> WHISPERED | <input type="checkbox"/> DEEP BREATHING | <input type="checkbox"/> ALTERED |

If voice is familiar, who did it sound like?

If accented, what type of accent?

Background Sounds

- | | |
|--|---|
| <input type="checkbox"/> STREET NOICES | <input type="checkbox"/> FACTORY NOISES |
| <input type="checkbox"/> RESTAURANT NOICES | <input type="checkbox"/> ANIMAL NOICES |
| <input type="checkbox"/> VOICES | <input type="checkbox"/> CLEAR |
| <input type="checkbox"/> PA SYSTEM | <input type="checkbox"/> STATIC |
| <input type="checkbox"/> MUSIC | <input type="checkbox"/> LOCAL |
| <input type="checkbox"/> HOUSE NOICES | <input type="checkbox"/> LONG DISTANCE |
| <input type="checkbox"/> MOTOR | <input type="checkbox"/> PHONE BOOTH |
| <input type="checkbox"/> OFFICE MACHINES | |

Other:

Threat Language

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> WELL SPOKEN (EDUCATED) | <input type="checkbox"/> INCOHERENT |
| <input type="checkbox"/> TAPED | <input type="checkbox"/> FOUL |
| <input type="checkbox"/> MESSAGE READ | <input type="checkbox"/> IRRATIONAL |

Remarks:

Report call immediately to your local police agency:

PHONE NUMBER: () -

YOUR NAME:

YOUR TELEPHONE NUMBER: () -

PHONE THREAT CHECKLIST

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Fire

If you discover a fire

Immediately activate the building fire alarm system

Evacuate the building to your departments assembly point unless otherwise advised

Close all windows and doors on your way out.

Call 9-911 from office phone

Call 911 from cell or outside phone

Do not re-enter the building until advised by the fire department.

FIRE