

# ACTIVE/RAMPAGE SHOOTER

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*SIUC Approved Procedures*

**If you are involved in a situation where someone has entered a building/area and started shooting, the following are a list of actions that are recommended only IF you feel SAFE to leave:**

- Exit the building immediately **ONLY** if it is **SAFE** to do so.
- Safely notify anyone you may encounter and have them exit the building immediately.
- Call 911.
- Provide dispatcher the following information:
  - Your name and current location
  - Location of the incident—be as specific as possible
  - Number of shooters, if known
  - Identification and/or description of shooter(s), if known
  - Number of people involved

**If you are directly involved and you do NOT feel it is SAFE to immediately exit the building/area, the following actions are recommended:**

- Go to the nearest room or office.
- Close and lock the door. If there is not a lock on the door, try to quickly barricade the door or block the door with something.
- Cover the door windows.
- Keep quiet and act as if no one is in the room.
- **DO NOT** answer the door.
- Call 911.
- If you can, safely provide dispatcher the following information:
  - Your name
  - Your location—be as specific as possible
  - Number of shooter(s), if known
  - Identification and/or description of shooter(s), if known
  - Number of people involved.
- Wait for emergency personnel to help you out of the building or for further instructions.

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It is o.k. to flee the area if you feel that it can be done **SAFELY**. If you feel it can not be done safely, then go to a room, closet, other part of the building, etc. and try to secure yourself inside. Try to remain quiet and out of sight. If you are in a room that has windows to the outside and begin to feel threatened or unsafe, use something (chair, computer, etc.) to break out the window, clear the broken glass as much as possible, and safely exit the room.

# BIOLOGICAL HAZARD

## If a letter or parcel is received and/or a threat is identified, you should:

- ❑ Isolate yourself from the item – Do NOT handle, Do NOT open.
- ❑ Do not shake or empty the contents.
- ❑ Do not carry package or show it to others.
- ❑ Put the package down on a stable surface; do not sniff, touch, taste or look closely at it or any contents that may have spilled.
- ❑ If the package has been opened, cover the package before leaving the area.
- ❑ Alert others in the area. Anyone potentially exposed should stay nearby.
- ❑ Leave the area, close any doors.
- ❑ Take actions to prevent others from entering the area.
- ❑ If possible, shut off the ventilation system.
- ❑ Wash your hands and any body parts that may have touched the item with soap and water to prevent spreading potentially infectious material to face or skin.
- ❑ **Call 911 or DPS at 453-3771 immediately.**
- ❑ Note anyone else in proximity of suspect item (casual or intentional). Give their names and descriptions to the police when they arrive.
- ❑ DPS will ask questions to determine risk and investigate for possible threat.
- ❑ Notify any supervisor and BERT member.
- ❑ BERT members should activate internal building notifications, alerting others that a suspicious package has been received, and that others should be alert for additional items or persons that appear suspicious.



## Medical Attention for Biological Hazards:

- ❑ If your situation is determined to be low risk, you will be given instructions to go home, take a shower, and wash your clothing.
  - If you cannot wash the clothing immediately, place the clothing in a plastic garbage bag, tie it off, place that bag inside another plastic garbage bag, and tie it closed. Wash the items as soon as possible, handling them as little as possible.
  - Try to keep the air as still as possible while handling the clothing.
- ❑ If you have further questions, you may CALL your local health department, health provider, or emergency room.
- ❑ **DO NOT GO TO YOUR HOSPITAL.**
- ❑ If your situation is determined to be high risk, then a plan will be implemented to test the suspicious material, secure the area, decontaminate you, and provide you with medical treatment as needed.
- ❑ Notify your doctor if any cold or flu like symptoms develop in the days following.

## Person Receiving Bomb Threat:

- Try to get as much information from the person making the threat as possible. Ask the following questions, or use the Bomb Threat Card:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?
- Write down as much of the exact wording of the threat that you can remember.



- Note the following characteristics of the call and caller:

- Number displayed on Caller I.D. \_\_\_\_\_
- The time of the call.
- Length of call.
- The phone number where the call was received.
- The gender of the caller: male or female, adult or child.
- Caller's voice:

- |                                  |                                   |                                    |                                   |  |
|----------------------------------|-----------------------------------|------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Soft     | <input type="checkbox"/> Distinct  | <input type="checkbox"/> Lisp     | <input type="checkbox"/> Disguised Voice |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Loud     | <input type="checkbox"/> Slurred   | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Laughter | <input type="checkbox"/> Whispered | <input type="checkbox"/> Deep     | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Crying   | <input type="checkbox"/> Nasal     | <input type="checkbox"/> Ragged   | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Normal   | <input type="checkbox"/> Stutter   | <input type="checkbox"/> Familiar | <input type="checkbox"/> Accent          |

- Background Sounds

- |  |                                   |                                   |  |
|--|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Local    | <input type="checkbox"/> Clear    | <input type="checkbox"/> House Noises      |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Voices   | <input type="checkbox"/> Crockery | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Long Distance | <input type="checkbox"/> Cellular | <input type="checkbox"/> Booth    | <input type="checkbox"/> Office Machinery  |
| <input type="checkbox"/> Music         | <input type="checkbox"/> Static   | <input type="checkbox"/> Motor    | <input type="checkbox"/> PA System         |

- Threat Language

- |   |                                     |                                |
|---|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Well Spoken (Educated)       | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Message Read by Threat Maker | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Foul  |

- Do not hang up the phone. Put it down; go to another phone and **Call 911.**
- Begin internal building notifications
  - Supervisor
  - BERT Leader or any BERT member

**DO NOT LET ANYONE EXCEPT TRAINED BOMB DISPOSAL UNIT PERSONNEL  
NEAR A SUSPECTED BOMB**

## Evacuation and Search Team Procedures:

- Upon receiving notification of a bomb threat, immediately determine whether it has been reported to the police. If it has not, call 911 immediately.
- Begin internal building notification procedures.
- BERT members begin evacuation procedures by staffing their BERT Responsibility position.
- Building occupant notification and evacuation should begin, with BERT members providing specific directions as to what the occupants need to do and where they need to go. Message to be delivered (example):

As your floor's BERT representative, I'm here to advise you that this building has received a bomb threat. You are being asked to quickly gather your personal belongings, conduct a fast visual search of your area for anything unusual or suspicious, and evacuate the area via the nearest exit or stairwell.

If you see anything suspicious, immediately inform others to evacuate without continuing to search. Do not attempt to touch or move it. Report your findings to the nearest BERT member or emergency responder.

Once you have exited the building, please proceed to the assembly area and check in with (your BERT Assembly Coordinator, instructor, supervisor, etc.).

Does anyone have any question as to where the nearest exit (stairwell) is?

- BERT Members should search hallways, restrooms, and other common use areas as they assist with the evacuation process.
- Based upon the information at the time, direct building occupants to Evacuate to the Assembly Area or other location of safety. BERT personnel at the assembly location should check the area for secondary explosive devices, and/or assess the safety of the location. Look for appropriate shelter, if needed
- Ensure that no one re-enters the building until given the clearance to do so by the appropriate authorities.
- Be flexible to changes in strategy. Watch for any unusual actions by person(s) in the area (before or after incident).
  - Laughter at situation
  - Watching
  - "Sticking" to team
  - Sudden absence, appearance or other activity
- Exterior of Building must be searched, too.
  - Shrubs
  - Trash Containers
  - Assembly Areas
  - Parking Lots
  - Vehicles Nearby
  - Unusual location of normal item
- Stay alert for secondary explosives hidden inside or outside.



**REMEMBER: The best person to search an area is the person that maintains that area.**

## Search is complete:

- As soon as each BERT member's area of the search has been completed.
  - Suspicious object is located.
- BERT Members report to their BERT Leader.
  - BERT Leader informs the Department of Public Safety personnel that the immediate search has been completed.

## Classroom Relocation

If a class is engaged in an examination, the instructor may choose to:

- Cancel the examination and reschedule it at a later date, Or
- Request DPS locate an alternate site be made available for the conclusion of the exam.
  - If a secured site is unavailable, the instructor will be notified.

## Reentry or Relocation:

- An assessment by the police of the actual threat will have been made prior to any reentry, relocation or closure announcement.
- BERT Members assist with reentry or relocation, remembering:
  - The building will **NOT** have been thoroughly searched, not by BERT, not by the police.
  - There is always the possibility that a device has been hidden in an area not visible during the type of search outlined here.

## Office Personnel

If it is determined that the building is not safe to reenter, a decision will be made by Administration based upon the information available at the time as to whether to continue operations in another location, or to dismiss employees for the remainder of the day.

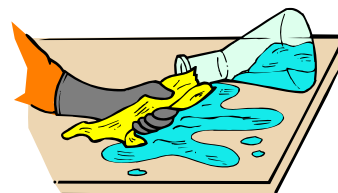
**DO NOT LET ANYONE EXCEPT TRAINED BOMB DISPOSAL UNIT PERSONNEL  
NEAR A SUSPECTED BOMB**

# CHEMICAL SPILL

## Small Chemical Spills, Inside Buildings:

The following instructions are for a small, containable and/or resolvable chemical spill or release.

- ❑ Remain calm.
- ❑ Always use the 'buddy' system.
- ❑ Always wear safety equipment as appropriate.
  - Protective gloves, goggles and/or face shield.
  - Apron or coveralls if there is a chance of body contact.
  - Rubber or plastic boots if the spill is on the floor.
  - Respirator if there are inhalation hazards.
- ❑ Locate spill.
- ❑ Evacuate area if necessary.
- ❑ Identify substance based on working knowledge of the general locations of the various chemicals stored at the facility (oxidizers, heavy metals, reactive, and organics). If safe conditions permit the use of facility logbooks, any leaks or spills can be traced back to the source if not immediately identifiable. Also, chemical reference books such as Merck Index, Hawley's Condensed Chemical Dictionary, etc. may be used to determine hazardous characteristics, proper spill response, and clean-up procedures.
- ❑ Isolate the spilled substance or remove incompatible materials from the area of the spill.
- ❑ Resolve the spill safely:
  - Neutralize or absorb spill with appropriate neutralizing agent/absorbent as necessary. Always check a neutralizing agent's compatibility with the chemical to be neutralized to ensure no adverse reactions will occur.
  - Sweep into plastic bag, metal or polyethylene drum as appropriate.
  - Remove residues from spill area surface with soapy water.
  - Label the receptacle appropriately.
  - Inventory.
  - Complete spill clean-up report and turn into supervisor.



### **Large Chemical Spills, Inside or Outside Buildings**

These instructions are for large, non-containable, non-resolvable chemical spills or releases. Large chemical spills will necessitate one of the following responses –

- Evacuation, or
- Sheltering in-place.



Notification will most likely come from the following:

- The Emergency Notification System
- Internal Building Notification
- Senses: smell, irritated eyes, nose, breathing difficulties, etc.

### **Evacuation**

Evacuation will normally be the best course of action, unless instructed otherwise by the Fire Department, Police, or other Emergency Responders.

When evacuating, **always stay upwind and uphill of the source of the irritant.** Always evacuate to a distance far enough away that the source of the irritant is no longer causing you problems. If given a specific distance (example, 1000' or ½ mile, etc.), make sure you have put at least that much distance between you and the source of the spill.

If you are having difficulty breathing, contact the nearest emergency room for instructions (in Carbondale, call 549-0721).

SEE Evacuation Section for instructions on evacuating buildings.

### **Sheltering In-Place**

In some circumstances, it may be better to stay inside instead of walking out into a cloud of dangerous fumes. If your building is being requested to implement sheltering in-place, follow the instructions given by the emergency responders at that time.

SEE Shelter, Protection from Outdoors

# EARTHQUAKE

Since earthquakes cannot be predicted, no warning will be given.

**When a serious earthquake occurs, follow these procedures:**

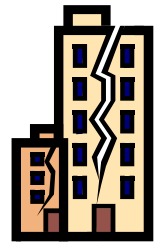
- Try to take cover beside a desk, table, filing cabinet, or other supported area, or brace yourself inside a doorframe or the corner of the room. Cover your head and upper body area.
  - Avoid bookcases or other large items that could topple over and fall on you.
  - Avoid large rooms with expansive, unsupported ceilings (auditoriums, etc.).



- Remain calm.
  - If the situation is not serious, remain in your office and request updates.
- Check to see if anyone is hurt or injured.
  - If you are trained to provide first aid – do so. If not, notify a BERT member or call 911.
  - Assist others needing help.



- If structural damage has occurred to the building, evacuate immediately.
  - See EVACUATION instructions.
  - Take care when exiting the building, as parts of it may still be falling.
  - Use caution during any evacuation procedures, watching for other hazards to the sidewalks, infrastructure, and roadways.



- Proceed to the assembly area, unless instructed otherwise.
- Notify a BERT member prior to leaving the area.

# EVACUATION



**If it becomes necessary for you to evacuate your location, please follow these procedures:**

- ❑ Stay calm, gather your personal belongings, and begin to exit in an orderly manner.
  - Purse, backpack, briefcase
  - Keys (office and car)
  - Coat, jacket, raingear, etc.
- ❑ Follow the instructions from BERT members or others assisting.
- ❑ Close, but do not lock, doors.
- ❑ Assist others needing help. Evacuate in a group to ensure all are able to get to safety.
  - If you have volunteered for the “buddy” system, go directly to the disabled person and begin evacuation procedures.
  - Disabled persons – If you are unable to evacuate on your own and do not have help, call 911, give your location, and wait for instructions.
- ❑ Notify others as you leave (examples, persons entering the building with no knowledge of emergency, persons in hallways, lobbies, restrooms).
- ❑ Use stairwells. Do not use elevators except as a secondary exit for disabled persons.
  - Elevators should be reserved for disabled persons; however,
  - Conditions causing power losses may cause elevators to be inoperable.
- ❑ Report or check in with a BERT member when you arrive at the designated assembly area. Do not leave the area without letting others know. If you think someone is missing, notify a BERT member.
- ❑ Be cautious, alert, and prepared to move to another location if necessary.
- ❑ The map on page 5 is marked with the route you should take to evacuate the building. In order to get everyone out of the building quickly, not everyone will be taking the same route. If your route is blocked, consult a BERT member or use the map to find an alternate exit.



## **If you are asked to EVACUATE CAMPUS:**

- ❑ Do so immediately and with patience. Everyone else is trying to do the same, and traffic accidents only delay and frustrate everyone.
- ❑ If you are told which route to take, drive only that route until you are clear of the hazard and can seek an alternate route home.
- ❑ Turn on your car radio and tune into a local station broadcasting emergency information.





# FIRE

## If you discover a fire, follow these procedures:

- Activate the fire alarm.
- Call 911.
- Begin evacuation procedures. Assist those with disabilities to exit.
- Send someone OUTSIDE THE BUILDING to direct Fire Department personnel as they arrive at the building.
- If the fire can be safely contained without injury to you, use fire extinguishers. If it cannot be confined through this means, confine the area by closing doors and leave the building at once.



## If you hear the fire alarm sounding, follow these procedures:

- Evacuate the building at once. Take personal belongings with you (keys, purses, etc.).
  - If you are caught in inside the building and cannot escape, try to do the following:
    - Shut any doors between you and the smoke or fire.
    - Stuff any air holes with paper or cloth to prevent smoke from entering the room.
    - Go to a window and signal for help by calling to someone outside, or hanging a cloth from the window for emergency responders to see.
    - If smoke enters your area, stay as low to the floor as possible.
    - If a window can be opened, open it to allow fresh air inside; however, if smoke starts entering your location from the outside, close the window and put your face close to the floor.
- Ensure that all students and staff who need assistance are helped to evacuate the building.
- Use the nearest stairways, DO NOT USE THE ELEVATORS.
- Go to the Assembly Area unless otherwise directed.
  - If you believe that someone is still inside the building, notify a BERT member, the Fire Department, or DPS.
  - DO NOT RE-ENTER THE BUILDING YOURSELF.



# SHELTER

## **In-Place Sheltering within your building may be necessary for protection from:**

Hazardous weather (tornados, high winds, severe storms, ice storms)

Harm outdoors (chemical spills, flooding, bio-hazards)

### **Hazardous weather**

- ❑ Immediately prepare to take cover.
- ❑ Gather flashlights, portable radios, or other items that you may need.
- ❑ Move quickly to a designated shelter area (see map on page 5) or to an interior room, hallway, restroom or closet with limited windows. Try to avoid areas that have expansive, unsupported ceilings, and hallways that can become wind tunnels.
- ❑ Use the stairs. Do not use elevators. Assist others including the disabled that may need assistance with seeking shelter.
- ❑ When you've reached shelter, try to stay close to the floor. Assume a seated position and cover your head and face (use your coat or other clothing to help protect from flying glass or debris).
- ❑ Stay alert for changing conditions.
  - Threat lessens -- return to workstations and resume normal activities
  - Threat increases -- seek better shelter, make alternate escape or long-term sheltering plan.



### **Protection from Harm Outdoors**

Circumstances may occur that will cause your building's occupants to have to temporarily 'in-place shelter' from chemical releases or other toxic conditions. 'In-place sheltering' simply means staying inside the building you are in and is usually your best defense. If your building is notified to "remain sheltered," all occupants need to take the following steps:

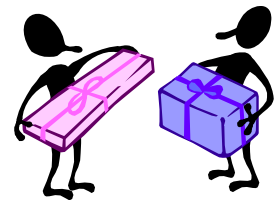
- ❑ Immediately close and lock all windows and exterior doors. Close as many internal doors as possible.
- ❑ Shut off all ventilation systems, furnaces, air-conditioners, fans, fireplace dampers, dryer vents, etc., that connects to outside air. (*Ventilation systems may be set to 100 percent re-circulation.*) Do not turn on ceiling ventilators when using restroom.
- ❑ Use cloth, towels, newspapers, plastic sheeting, wax paper, aluminum foil, etc., to fill in any cracks that allow outside air to enter.
- ❑ Close any curtains or blinds to protect yourself against any possible explosion from the outside. Stay away from windows and glass doors.
- ❑ Follow the instructions of BERT Members or emergency personnel.
- ❑ Gather flashlights, portable radios, in case the power has to be shut off.
- ❑ Do not smoke, use kitchen stoves, coffee pots, toasters, or any items that might ignite fumes. Be "spark" conscious. Minimize the use of elevators, as they 'pump' outdoor air inside.
- ❑ If vapors begin to bother you, hold a wet cloth over your nose and mouth. For a higher degree of protection, go into the bathroom and turn on the shower in a strong spray to "wash" the air. Seal any opening to the outside of the bathroom as best you can. Do not worry about running out of air to breathe, as this is very unlikely in buildings or homes.
- ❑ Be prepared to leave at a moment's notice. Have your personal items collected and ready, including keys, purses, coats, protective clothing.
- ❑ If instructed to evacuate, do so immediately, following instructions from your BERT representative.



# SUSPICIOUS PACKAGE

## Indicators of Suspicious Packages -- (Letter Bombs):

- Appearance
  - Lopsided or lumpy in appearance.
  - Sealed with excessive amounts of tape.
  - Packages wrapped in string are automatically suspicious, as modern packaging materials have eliminated the need for twine or string.
  - Excess postage on small packages or letters indicates that the object was not weighed by the Post Office.
  - Leaks, stains, or protruding wires, string, tape, etc.
- Markings
  - Handwritten.
  - Has no return address or one that you can't confirm is legitimate.
  - Addressed to someone no longer at your address. Marked with restrictive endorsements such as "Personal", "Confidential," "To Be Opened in the Privacy of," "Your Lucky Day is Here," or "Prize Enclosed".
  - Handwritten addresses or labels from companies are improper. Check to see if the company exists and if they sent a package or letter.
  - Excessive postage, no postage or non-canceled postage.
  - Any foreign writing, addresses, or postage.
  - Improper spelling of common names, places, or titles.
  - Generic or incorrect titles.
- Method of Delivery
  - Unexpected or from someone you don't know.
  - If delivered by carrier, inspect for lumps, bulges, or protrusions, without applying pressure.
  - Hand delivered or dropped off for a friend packages or letters.
  - Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.
    - REMEMBER: Most bombers set up and deliver the bomb themselves; they do not use the mail or a delivery service.



## What should I do with a suspicious piece of mail?

- Don't handle a letter or package that you suspect is contaminated or suspicious.
- Don't shake it, bump it, or sniff it.
- Call 911.
- Isolate yourself and others from the object by leaving the room, and closing the door.
- Do not allow others to enter until emergency personnel have arrived.
- Notify any Supervisor and BERT Member.
- BERT members should activate internal building notifications, alerting others that a suspicious package has been received, and that others should be alert for additional items or persons that appear suspicious.
- If you handled the package, wash your hands thoroughly with soap and water.
- Evacuate, if necessary.

Emergency sirens are used in the Carbondale vicinity to alert residents of the imminent threat of severe weather, tornado, or other circumstances that may cause injury or death. The Carbondale Emergency Management Agency has staff available to monitor threats and to activate the sirens when necessary.

**The sirens are sounded only when the immediate Carbondale area is affected.**

**NOTE:** Sirens are **TESTED** the first Tuesday of the month at approximately 10:00 a.m.

## Tornado WARNING procedures:

Notification of the possibility for a tornado will come from any or all of the following:

- ❑ Emergency Notification System.
  - The message delivered by the police Telecommunicator will include the approximate timeframe for the duration of the warning.
- ❑ Sirens.
- ❑ Indicated weather conditions.



Upon notification:

- ❑ Activate building emergency notification system.
- ❑ Notify others to take cover immediately.
- ❑ Move to a sheltered area. Shelter areas are indicated on the map on page 5, or any interior, protected, or supported area available may be used.
- ❑ Use the stairs. Do not use elevators. Avoid any areas, including stairwells that have a lot of glass or windows.
- ❑ Take a flashlight and battery operated radio with you, if available.
- ❑ Assume a seated position on the floor with the head down and hands locked over the head during the storm period. If you are wearing a heavy jacket or have access to other heavy cloth material, use these items to cover your upper body and head. This will help to protect from flying glass or debris. Always try to stay close to the floor.



After the storm:

### No damage

- ❑ **NO** "All Clear" signal will be given.
- ❑ It is up to the building occupants to determine when it may be safe to leave sheltered areas.
  - Storm has passed.
  - Timeframe for warning has expired.
  - Conditions have improved allowing safe return.

### Damage occurred

- ❑ **NO** "All Clear" signal will be given.
- ❑ It is up to the building occupants to determine when it may be safe to leave sheltered areas.
  - Storm has passed.
  - Timeframe for warning has expired.
  - Weather conditions have improved.
- ❑ Check for injured, damages, hazards.
- ❑ Call 911 if necessary.

## **Tornado WATCH definition:**

A tornado **watch** means that the National Weather Service in Kansas City, MO, believes that conditions are favorable for severe weather, including tornadoes, for the Carbondale area. Watches usually cover large areas, usually several states. Persons within a watch area should stay alert for weather conditions that may worsen, and begin to take precautions including locating shelter, flashlights, radios, etc. SIUC will not activate the Emergency Notification System for any watches.



## **Tornado WARNING definition:**

A tornado **warning** means that a tornado has either been sighted or weather radar is indicating heavy rotating cells that may develop into a tornado in the Carbondale area within minutes. All persons should immediately take shelter. SIUC will activate the Emergency Notification System upon receiving a weather warning.



Tornado warnings are usually issued in addition to Severe Thunderstorm Warnings.

## **Emergency Notification System (ENS) definition:**

In the event of an actual or imminent emergency, seventy-five locations on campus have been pre-identified to receive emergency notification by the use of conference calls. This system is primarily used for weather warning notification, but may be activated when any threat that may impact the campus is received in time to alert campus personnel.

The University Police Telecommunicator will initiate the Emergency Notification System. This will be accomplished by a series of three conference calls, each reaching twenty-five areas simultaneously. When the conference call is answered, there will be a recorded message (“Stand by for an Emergency Message”). This message will be repeated for 50 seconds to allow all parties to answer the conference call. At the end of the prerecorded message, emergency information and instructions will be disseminated to all persons on the line.



**SIUC Department of Public Safety will activate the Emergency Notification System upon receiving a weather warning.**

**This includes SEVERE THUNDERSTORM and TORNADO warnings.**

This system will be tested occasionally in order to familiarize the University with the process and improve response time. In the event of a test, please stay on the line until the university’s Department of Public Safety Police Telecommunicator has acknowledged your area.

## UTILITY FAILURES

Utility failures should be reported directly to SIUC's Facilities Operations Center (F.O.C.) at 453-6769. If the failure is suspicious in nature, it should be reported immediately either to F.O.C. or to the Department of Public Safety by calling 911 or 453-3771.

In the case that the utilities should cause the closure of a building, section or all of campus, the University's Administrative Closure Procedures will be followed.

See WINTER STORM Section, University Administrative Closure Procedures.



## WINTER STORM

Winter Storms are not uncommon in Southern Illinois, and severe cold weather conditions can occur without much warning. Any decision as to whether to continue operations, or to dismiss employees for the remainder of the day will be made by Administration based upon the information available at the time. If the decision is made to close the campus, all building occupants should refer to the Evacuation section of this plan. If conditions prevent the evacuation process, refer to the section on Sheltering.



### **University Administrative Closure Procedures:**

[The following was approved by the President of Southern Illinois University on May 1, 1989, in accordance with SIU Board of Trustees 2 *Policies* C.3.b.4.]

The decision to close any or all parts of the Southern Illinois University campus or to cancel classes may be made by the chancellor or his/her authorized designee in response to a natural emergency, in support of national or state policy, or for reasons of health and safety. In the event of such action, the following procedures will be observed:



1. The chancellor may determine, after due consideration of the gravity of the situation, to cancel classes only or to effect a total or partial university closure. If classes only are cancelled, the chancellor may also decide to issue a university weather advisory to university employees.
2. A statement will be issued from the chancellor's office announcing class cancellation, or the parts of the campus to be closed, and the exact time of closure and planned reopening. Subsequent statements may be issued altering the time of reopening as conditions may warrant. When the university is closed, all but essential services will be discontinued.
3. Classes only cancelled: if classes only are cancelled, administrative and civil service employees will be required to be at their work stations. In order to allow adequate time to disseminate the information to those affected, any decision by the chancellor to cancel classes will normally be made prior to 7:00 A.M. This decision will be communicated through area radio stations.
4. Administrative closure may also be declared by the chancellor for a period of up to 3 working days during the period December 23 through January 2 when such closure can be justified economically. Days designated for administrative closure and justified by economic circumstances during this period will be considered days of paid leave for affected faculty and staff.
  - a. As a general rule, the decision to effect a university closure will be made prior to the start of a normal work day, before 7:00 A.M. This decision will also be communicated through area radio stations.
  - b. Each vice chancellor will be responsible for designating those essential units and staff necessary to maintain operations. Vice chancellors should pre-plan descriptions of essential services and staff in their own areas based on the necessity to provide for the safety and well-being of the campus community.
  - c. Personnel regularly scheduled but not required to work during the closure will be paid their regular rate of pay. Non-exempt<sup>(1)</sup> personnel required to work during the closure period may elect additional pay at their regular rate or compensatory time off. Exempt personnel required to work will receive compensatory time off.

- d. Student workers, who are scheduled to work but are not required to report during the closure, will not be paid; however, supervisors should rearrange work schedules when possible so that the affected student workers will be able to make up the work time lost. Student workers who are scheduled and required to work when the university is closed will be paid at their regular rate for the actual number of hours worked.
  - e. Upon hire, designated essential staff will be informed of the requirement to work during administrative closure.
  - f. University departmental fiscal officers are responsible for accurate reporting of hours worked in pay status, sick, vacation, or other leave during the period of closure. Previously approved absence report forms cannot be changed from sick or vacation upon determination of closure.
5. University Weather Advisory: Rather than deciding to close the university or to cancel classes, the chancellor may decide to issue a University Weather Advisory. This action could be taken if hazardous weather conditions develop subsequent to the start of a normal workday. It would authorize employees currently at work to 1) leave work early (after notifying their supervisors and using accrued vacation time, if qualified to use it, or approved leave without pay), or 2) continue to work. Those employees scheduled for shifts starting subsequent to the University Weather Advisory would be authorized to 1) report for work as usual, or 2) not report for work (after first contacting supervisory personnel so that management is aware of their absence, and using accrued vacation time, if qualified to use it, or approved leave without pay).
6. A University Weather Advisory will normally last no longer than a 24-hour period, and employees in essential positions may be required to work their regular hours at regular pay during this period.
7. When such a decision is made, information related to a University Weather Advisory will be communicated through administrative channels to employees in the following manner:
- a. The chancellor or his authorized designee will declare the University Weather Advisory and will notify all vice chancellors of his/her decision.
  - b. Each vice chancellor will notify all departments within his/her jurisdiction by phone call of the declaration of the University Weather Advisory. Each department head will then notify employees in the unit in as expeditious yet reasonable a manner as possible.
  - c. Supervisors and/or employees may contact Human Resources to receive clarification as the declaration or implementation of the University Weather Advisory.
  - d. Employees on other than daytime shift should contact their supervisors or Human Resources during inclement weather to determine whether or not a University Weather Advisory has been issued. In those cases where classes have been cancelled and a University Weather Advisory has been issued for other campus operations, the information will be carried by area radio stations.
8. The chancellor may decide that hazardous weather or other emergency conditions call for classes to be cancelled when students are returning to campus from a vacation period. This may call for either a total university closure or a University Weather Advisory. This decision would normally be made by noon of the day prior to the day classes are scheduled to resume. In addition to disseminating this information through the means described above, the decision to cancel classes under these conditions would also be communicated through statewide radio stations and other feasible means.
9. <sup>1</sup> Non-exempt are those employees, as defined by the Federal Fair Labor Standards Act, whose duties and responsibilities are subject to the minimum wage and overtime provisions of the Act.

