



SEVERE WEATHER

SEEK SHELTER

- Close all doors, including those in main corridors
- Move to lowest part of the building
- Stay away from windows and glass
- Crouch near floor or heavy, well supported objects and cover back of your head
- If outdoors and there is no time to move to an interior space, lie flat in the nearest depression and cover your head



EXPLOSION

EVACUATE

- Leave area and go to an exterior location where you can call 911 from a land line
- Do not operate any electrical devices, cellular phones, light switches, or any radio frequency producing devices
- Do not try to locate the source of the explosion
- Evacuate and move to designated assembly points
- Re-enter ONLY when directed by recognized authority



HAZARDOUS MATERIALS

EVACUATE

- Alert people in the immediate area to evacuate
- Evacuate and assemble in an area uphill and upwind from the affected area
- Avoid direct contact and/or breathing in of vapors
- Unless properly trained, do not attempt to clean up the spill
- Do not operate any electrical devices, phones, appliances, light switches, or equipment with open flames within the affected area



POWER OUTAGE

EVACUATE

- Remain calm and move cautiously to a lighted area
- If the fire alarm sounds or upon notification by emergency personnel, evacuate and move to the designated assembly point
- Never attempt to pry open elevator doors
- In laboratories, secure all experiments and electrical equipment, fully close fume hoods and shut off any gases
- Re-enter ONLY when directed by recognized authority



BLACK HAWK COLLEGE EMERGENCY RESPONSE GUIDE



FIRE

EVACUATE

- If unable to extinguish flame with fire extinguisher, activate nearest fire alarm or call 911, assist persons with disabilities, evacuate and move to the designated assembly point
- For individual accountability report to designated officials at assembly point
- Re-enter ONLY when directed by recognized authority



SHOOTING INCIDENT

A.L.I.C.E.

- A = Alert**, get the word out by calling 911
- L = Lockdown**, shut and lock the door, turn off the lights, sit in the corner
- I = Inform**, continue communicating to provide real-time information
- C = Counter**, take aggressive actions towards the threat
- E = Evacuate**, if safe to do so, move away from the threat to a safe location



MEDICAL EMERGENCY

STAY CLEAR

- If trained, administer CPR/First Aid/ Automated External Defibrillator (AED) and call 911
- If not trained, stay clear of the area where the emergency has occurred
- Direct first responders to the location of the medical emergency
- Re-enter ONLY when directed by recognized authority



SUSPICIOUS PACKAGES

STAY CLEAR

- Always report unusual or suspicious mail or packages to BHC Police
- Do not touch the item
- Do not operate any electrical devices, cellular phones, light switches, or any radio frequency producing devices
- Re-enter ONLY when directed by recognized authority

2013 Emergency Response Guide

Black Hawk College has many resources that enhance the safety of the institution, including:

- Highly trained, professional police personnel
- Institutional emergency operations plan based on national standards including the National Incident Management System
- A campus security infrastructure, including surveillance cameras, weather radios, and building specific alarms systems
- Policies and procedures addressing workplace security and intervention protocols

Emergency response planning at BHC is viewed as an ongoing responsibility. To that end, the enclosed emergency response guide is being provided.

This guide is designed to provide users with quick and easily accessed basic information on recommended response to a wide array of potential emergencies. The guide contains customizable sections that pertain to individual buildings and unit level concerns. Copies of this guide will be available on the BHC website at www.bhc.edu/police. Please keep a copy in a location where you can quickly access it in the event of an emergency.

Thank you for contributing your time and effort to helping make BHC a safe and secure campus.

Emergency Contacts

Police/Fire/Rescue	5911 QC and 911 EC
Police Non-emergency (QC CAMPUS)	309-796-5913
Police Non-emergency (EC CAMPUS)	309-854-1784
Student Counseling	309-796-5199
Employee Assistance & Wellness	309-796-5226
Information Technology Services	309-796-5555
Maintenance QC Campus	309-796-5251
Maintenance EC Campus	309-854-1701
Weather Hotline (NOAA)	563-383-3976
BHC Home Page	www.bhc.edu

*May be routed to a police agency outside of immediate area.

Weather Closing Information

Information regarding weather closing at campuses is available via a variety of resources:

The BHC Homepage

Refer to the notice prominently posted on the college homepage at www.bhc.edu.

Black Hawk Alert

Weather closing information is broadcast to registered users of the emergency notification system.

Local Media

News of college closings are broadcast throughout the region via media resources.

Visit <http://www.bhc.edu> for detailed information.

Medical Emergency

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health.

After you have called 911, there are several things you can do until Emergency Responders arrive. These simple procedures will greatly aid the Emergency Responders and the patient they will treat.

- Provide first aid to the best of your ability.
- Use precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient is pulseless and non-breathing, begin cardiopulmonary resuscitation (CPR), but only if you have been trained in this life-saving technique.
- Automatic External Defibrillators (AED) are placed throughout campus. The AED units provide audio instructions for use.
- Stay calm; do not get excited. Then reassure the patient that help is on the way.
- Make the patient as comfortable as possible.
- Clear the area for emergency responders if possible.
- If possible, identify any medication the patient is prescribed.
- Have someone meet the police officer and direct/lead them to the patient.

Mental Health Emergency

In the event of a mental health emergency, constituting an immediate threat to self or others, notify BHC Police at 911.

In non-emergency situations, refer students to the Counseling and Student Services, 309-796-5100; refer faculty and staff to Employee Assistance 309-796-5226. If appropriate, walk the individual over to the Counseling Center or the Employee Assistance Office.

- Express your concerns directly to the individual.
- Make referral in the presence of the individual and offer to accompany them.
- Watch for changes in behavior:
 - significant changes in academic or work performance;
 - changes in hygiene, speech, attentiveness or social interaction;
 - changes in eating or sleeping patterns;
 - excessive drinking or drug use;
 - severe loss of emotional control;
 - high levels of irritability;
 - impaired speech or garbled/disjointed thoughts;
 - excessively morbid, violent or depressing themes in written assignments;
 - expression of suicidal or violent thoughts.

Concerns for a student's emotional well-being should be reported to the BHC Counseling and Student Services Center regardless of whether or not the student wishes to seek services. Staff at the Counseling Center is available during regular business hours to consult with you on how to best handle a situation with a student. Report any violence or threat of violence to the BHC Police immediately at 5911 QC campus or 911 East Campus.

Menacing Behavior

Menacing behavior is expressing or showing an intention to inflict, or threatening to inflict, harm or injury upon someone or something.

- Emergencies **Call 911**, NON-Emergencies call the BHC Police at 309-796-5913 QC or 309-854-1784 EC.
- Have someone else call if you are unable to do so.
- Provide the address, location, and all possible details to the dispatcher.
- **De-escalate** the situation if possible; if not possible, get to a safe place.
- **Do not** provoke or become involved in the disruptive behavior.
- **Do not** argue, yell or joke with the individual.
- Limit eye contact with the individual.
- Stay out of arm's reach of the individual.
- Do not touch the person.
- If the disturbance is outside, stay away from doors and windows. Remain inside.
- Do not allow menacing behavior to go unreported. Alert the BHC Police Department.

Refer to the Shooting Incident section of this Emergency Response Guide for additional information on violent behavior.

Shooting Incident

This type of incident is unpredictable, and your immediate response depends on the situation you encounter. If it is possible to do so safely, exit the building immediately, moving away from the immediate path of danger, and take the following steps:

Call 911 if you can.

1. Run — Evacuate to a safe area away from the danger and take protective cover; notify anyone you may encounter.
2. Hide — If not safe to evacuate, go to the nearest room.
 - Close and lock the door.
 - Turn off the lights.
 - Stay away from doors and windows.
 - Keep quiet. Silence your phone.
 - Stay there until assistance arrives.
3. Fight — If unable to evacuate or seek a secured location then fight with everything you have in order to save your life.
4. Individuals not in harm's way are to take protective cover, staying away from windows and doors until notified otherwise.

Explosions

- Call 911 from a landline.
- Remain calm.
- Do not use cell phone, electronic devices or any electrical device that could spark further explosions.
- Immediately seek cover in a safe place or evacuate if safe to do so.
- Do not use elevators in case of fire.
- If able to get outside, move to a distance of at least 500 feet away from the blast.
- Do not return to the area.
- Leave the building and move away from it.
- If trapped, signal for help.

When a fire alarm sounds, complete evacuation is required. Close doors and windows as you leave if feasible. Walk, do not run, to the nearest stairway exit and proceed to ground level. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building. Notify police and/or firefighters on the scene if you suspect someone may be trapped inside the building.

Suspicious Mail/Packages

If you see or are holding a suspicious package/object:

- Do not use a cell phone as it can trigger an explosive device.
- Call 911 from a landline.
- Evacuate others from the immediate area.
- Gently set the item down on a solid surface or on the floor. If there is powder or liquid, try to set item down in a container, for example a trash can or bucket.
- Leave the immediate area.
- Do not physically touch the object.
- Move away from suspicious items.
- Follow police instructions.

Potential Explosive Device

All bomb threats are to be taken seriously. Notify BHC Police at 5911 QC or 911 EC immediately.

- Call 5911 QC or 911 EC from another location.
- Remain calm.
- Do not use a cell phone or other communications device.
- Do not operate any light or power switches.

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Check for the caller ID information. Ask the Caller:

- When is the bomb going to explode?

- Where is the bomb?

- What does it look like?

- What kind of bomb is it?

- Did you place the bomb?

- What is your name and address?

If you receive a bomb threat in written form:

- Notify BHC Police at 5911 or 911.
- Do a quick visual inspection of your area. Do not touch or move any suspicious objects.
- Do not use radios, pagers or cell phones as they can trigger an explosive device.
- If you are told to evacuate the area by authorized emergency personnel, take your notes about the call with you.
- Follow evacuation procedures and instructions.

Fire

- Alert people in the immediate area of the fire, and evacuate. Nearest fire extinguisher _____
- Confine the fire by closing doors as you leave.
- Activate a fire alarm by pulling on an alarm box.
- Notify BHC Police at 5911 QC or 911 EC the location and size of the fire. Always call from a safe location.
- Evacuate the building. Do not use elevators unless directed to so by authorized emergency personnel.
- Do not re-enter the building until authorized emergency personnel Give the “all clear” signal.
- If you notice smoke or fire in your path, use alternative exit routes.
- If heat or flames block your exit routes, stay in the room with the door close. Consider ways to signal for help.
- If possible, call 911 to advise authorities you are trapped in the Building.
- Report all fires, even those which have been extinguished, to BHC Police at 5911 QC or 911 EC.

If you MUST use a fire extinguisher:

Pull the safety pin on the grip handle.

Aim the nozzle at the base of the fire.

Squeeze the handles all the way together.

Sweep the extinguisher from side to side.

Note: there are different types of fire extinguishers for use on different fires. Familiarize yourself with the type and operation of fire extinguishers in you work area.

Hazardous Materials

Chemical Spill

If you encounter a chemical spill and no trained individuals are in the area:

- Notify BHC Police at 5911 QC or 911 EC.
- **DO NOT** walk into or touch any spilled material.
- Avoid inhaling fumes, smoke and vapors.
- Call Maintenance 309-796-5251 as soon as possible to turn off building Heating, Ventilation, and Air Conditioning System.
- **Isolate** the area by sealing it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Turn off space heaters and extinguish open flames in the area.
- **Evacuate** the affected area or building and do not re-enter the area until told to do so by authorized emergency personnel.
- Most chemicals are odorless so remember just because you can't smell it doesn't mean it's not harming you.

Radioactive Materials

BHC is located in a region with a nuclear power plant. In case of radiation leak that affects BHC, listen to Emergency Alert System (EAS) announcements which will be broadcast via radio and television (previously known as the national Emergency Broadcast System).

Evacuation

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

Evacuation Procedures

- Remain calm.
- Evacuate in a safe and orderly manner.
- Gather personal belongings (medication, keys, purses, etc.), but only if safe to do so.
- **Do not** use elevators unless authorized emergency personnel tell you to do so.
- **Turn off all electronics, including computers.**
- Provide assistance for those with disabilities.
- Evacuate at least 500 feet away from the building unless directed to another location by the BHC police or properly identified emergency personnel.
- Remain with your class/office so a full accounting can be made.
- Notify BHC police or emergency personnel of any missing or trapped persons.
- Follow all directions from the BHC police or other authorities present.

Evacuating Persons With Disabilities

Instructors and supervisors should be proactive and be aware of people who will need assistance.

Assisting Blind/Visually Impaired:

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and alert him/her to obstacles along the way.

Assisting Deaf/Hearing Impaired:

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

Assisting Mobility-Impaired/Wheelchair Users:

- **Elevators should not** be used to move people with disabilities.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance.
- One individual should remain with the person(s) if it can be done without unreasonable personal risk.
- Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.
- STRYKER rescue chairs are placed at campus locations in a GREEN storage box mounted on the wall. Instructions are clearly marked for proper use.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury or obstruction):

- Go to the nearest area where there are no hazards.
- Notify BHC Police at 5911 QC or 911 EC.
- Signal out the window to emergency responders if possible.
- Remain calm.

Utilities/Power Outage

In the event of a major utility failure, call Maintenance at 309-796-5251 QC or 0 at the EC during normal business hours. At all other times, contact the BHC police at 309-796-5913 QC or 309-854-1784 EC.

- Remain calm; move cautiously to a lighted area.
- Turn off and unplug computers and other voltage-sensitive equipment.
- Provide assistance to others if necessary.

Electrical Outage

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

Gas Leak/Unusual Odors

- Cease all operations immediately.
- Do not use cell phones or other electrical equipment.
- Do not switch lights on or off.
- Evacuate as soon as possible.

Flooding/Plumbing Failure

- Cease using all electrical equipment.
- Avoid contact with the water.
- Evacuate the building.

Weather Emergencies

Report any injury/damage to the 911 dispatcher. Provide them as much information as possible to respond to the emergency.

WATCH: Conditions are favorable for the development of severe weather in the area.

WARNING: Severe weather has been observed, and there is an imminent threat to the area. Listen closely to instructions provided by weather radios/emergency officials.

Thunderstorms

- Frequently have high winds, cloud-to-ground lightening, heavy rain, and can produce tornados.
- **Stay away** from windows and draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances.

Tornados

- **Sirens** mean that there is a TORNADO WARNING, and you should seek shelter immediately.
- Stay away from windows and doors to prevent injury from glass or other flying objects.
- **Do not** go outdoors to see the storm. Trained storm spotters will be monitoring the situation.
- If you are in a vehicle, seek shelter in a building, ditch, or other safe place. Automobiles are very dangerous during high winds.
- Once the storm has cleared, notify BHC police at 5913 QC or 1784 EC of any damages or injuries.

Floods

- Secure vital equipment, records, and chemicals. Shut off all electrical equipment. Secure all laboratory experiments.
- Move to **higher, safer ground**.
- **Do not** return to your building unless you have been instructed to do so by the BHC Police Department or emergency personnel.
- If flood water rises, **do not** attempt to wade or travel through the water. Even small amounts of water can be very dangerous.

Shelter in Place

A shelter in place is ordered any time it is unsafe to leave the building. A shelter in place will be ordered by the BHC Police Department or other designated authority. You may be notified of a shelter in place by various means including public address systems, paging notification systems, mass e-mails, text messaging, telephone notification or other means available based on the circumstances of the incident.

During a Shelter in Place you should:

- Remain calm.
- Remain in your assigned area so a full accounting can be made of everyone inside of the building.
- Close and secure doors. Stay away from all windows and doors. Turn off all lights and remain silent. Do not use cell phones except for emergency notification to BHC Police .
- Move to a location in the room which is not visible to someone looking through the door. If gunshots are heard everyone should move to the floor.
- Students and staff in hallways or other open areas must proceed immediately to a classroom or office where they can safely take shelter.
- If you see someone other than emergency personnel attempting to enter the building notify **911 immediately**.
- **NO ONE SHOULD LEAVE THE SECURED ROOM UNTIL DIRECTED TO DO SO BY THE AUTHORIZED EMERGENCY PERSONNEL.**
- If the building becomes unsafe, evacuate if safe to do so.

Influenza

Influenza is contagious. It is caused by a virus that spreads from human to human. Flu viruses are transmitted mainly through coughing or sneezing by people with influenza. Symptoms include fever, sore throat, body aches, cough, headache, chills, fatigue and occasional nausea and diarrhea. The illness typically takes one week or longer to completely run its course.

People can spread the influenza virus before they develop flu-like symptoms, so take precautions even if you don't think you (or anyone around you) are sick.

To limit the spread of influenza and other viruses, you should:

CLEAN. COVER. CONTAIN.

Clean

- Practice good hand hygiene by washing your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners also are effective.

Cover

- Practice respiratory etiquette by covering your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth; germs are spread this way.

Contain

- Know the signs and symptoms of the flu. A fever is a temperature, taken with a thermometer, that is equal to or greater than 100 degrees Fahrenheit or 38 degrees Celsius. Look for possible signs of fever-if the person feels very warm, has a flushed appearance, or is sweating or shivering.
- If you have the flu or flu-like illness, stay home for at least 24 hours after you no longer have a fever (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever(have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen). Don't go to class or work. Report your absence through normal procedures.
- Talk with your health care providers about whether you should be vaccinated for seasonal flu. People at higher risk for flu complications include pregnant women and people with chronic medical conditions (such as asthma, heart disease, or diabetes).

Check the following websites regularly for updates:

www.flu.gov

www.cdc.gov

www.idph.state.il.us

Emergency Planning and Training Resources

Disability Resource Center **309-796-5900**

Evacuating person with disabilities

Risk Management Office **309-796-5332**

Counseling **309-796-5100**

Alcohol/drug education

Interpersonal violence prevention education

Human Resource Department **309-796-5222**

Employee Assistance and Wellness

ITS Telecommunications **309-796-5555**

Provides information on technology available for emergency response

Black Hawk College Police Department **309-796-5913**

Provides resources and training on a variety of topics including:

Emergency Preparedness

Crime Prevention

CPR and First Aid

Sexual Assault Awareness

ALICE

Emergency Communications

During emergencies, BHC crisis communications protocol calls for speedy notification of emergency responders and all members of the campus community. The various communication resources that can be used in a given situation include:

Public address systems **FIREWORKS**

Broadcast voicemail **EVERBRIDGE**

Visit www.myblackhawk.com for instruction

Emergency Text Messaging **EVERBRIDGE**

Visit www.myblackhawk.com for instruction

Broadcast e-mail **EVERBRIDGE**

All students, faculty and staff can subscribe

Web site www.bhc.edu

NOAA **563-386-3976**

Emergency weather hotline

Moline Emergency Sirens

Sound every 15 minutes until all clear

EC on-site emergency sirens

FIREWORKS

EAS (Emergency Alert System)

The national system which supersedes the Emergency Broadcast system and is jointly administered by the FCC, FEMA, and the National Weather Service and which broadcasts emergency alerts via radio and television.

Media

Visit www.bhc.edu for a complete list of television and radio stations.



EMERGENCY RESPONSE GUIDE 2013

