

## Emergency Management

In managing emergencies, the first priority is the safety of our students and employees, and in any case of doubt, one should always err on the side of safety. The second priority is clear and appropriate communication so that all affected parties understand what is expected of them and for what time period. The third priority is the desirability of returning to normal routine functions as quickly and safely as possible, including the continuous protection of our property, plant, and equipment so that returning to routine is feasible.

### Definition of Emergency:

An emergency is any event that affects significantly the routine functions of all or part of the campus, including life threatening situations, and requires some kind of immediate response that is not routine. Emergencies may range from minor (cancelling some classes due to bad weather) to severe (evacuating the entire campus due to a threat). An emergency may or may not imply an immediate threat to life, since a blizzard or a power outage could be viewed as an emergency but not necessarily be life-threatening.

### How to Report Emergencies:

Anyone who witnesses or receives information regarding a campus emergency is instructed to contact the Emergency Management Team (EMT).

They can be reached by phone:

7:30am - 4:30pm: Dave Riggs, Director of Facility Management, (217) 732-3168 ext. 2280

Andy Brant, Assistant Director of Facility Management, (217) 732-3168 ext. 2275

4:30pm - 7:30am: 217.651.6809, On-Call

If the incident involves a Level 1 (Minor Emergency), Facility Management or a member of the EMT will take steps to remedy the situation utilizing the appropriate University Departments and outside resources. Appropriate members of the campus community will be contact for their assistance.

If the incident involves a Level 2 or 3 (Major Emergency or Disaster), Facility Management or a member of the EMT will contact appropriate members of the Emergency Management Team (EMT). The decision to declare an emergency will rest with the president or his designee.

“911” phone calls made on campus phones (911) or your cell phone (911) will be answered by local police. In order to assist the dispatch in processing the call quickly and efficiently, please be prepared to give the following information:

- What you see, heard, or found
- Exact location of incident
- The phone number of the phone you are using
- Details of situation
- Your name and address

Stay on the line until you are told to hang up. Make sure that you (the caller) are not in danger.