



# EMERGENCY RESPONSE GUIDELINES

For additional information, please visit:  
[www.uis.edu/police/](http://www.uis.edu/police/)

UIS Mobile App



## ACTIVE THREAT/ SHOOTER

### RUN

If you can safely leave the building, evacuate from the area.

### HIDE

If you cannot safely leave, find a safe place to hide.

### FIGHT

If you cannot EVACUATE safely or cannot hide, be prepared to fight for your life.



## BOMB THREAT/ SUSPICIOUS PACKAGE

### If a bomb threat is received:

- Remain calm, and attempt to keep the caller on the phone as long as possible.
- If your phone has caller ID, record the number displayed.
- After the call is complete, immediately contact UIS Police at **(217) 206-7777**.
- Provide for an orderly evacuation if ordered by emergency personnel.
- Turn off cell phones and other radio transmitting equipment in the area.
- **DO NOT** operate any power switch or light switch.
- **DO NOT** use elevators.
- **DO NOT** congregate in the building lobby.
- **DO NOT** reenter the building until instructed to do so by UIS Police.

### If you discover or receive a suspicious letter or package:

- **DO NOT** attempt to open it.
- **DO NOT** handle, shake, or move the package.
- Avoid radio or cell phone use in close proximity.
- Immediately contact UIS Police at **(217) 206-7777**.



## FIRE

### Rescue

anyone in the immediate danger area if you can safely do so.

### Activate

the nearest pull station to engage the building fire alarm system.

### Confine

the fire by closing doors to the fire scene and securing potentially dangerous substances and/or equipment.

### Evacuate

the building by the nearest or alternate exit if possible. If you are not able to evacuate or you are a person with a disability, go to the designated **Area of Rescue Assistance** or nearest stairwell if you can.



## EVACUATION (Get Out!)

### Evacuate

the building as quickly as possible and go to the **Evacuation Assembly Area** (Get Out!).

### Pull the manual fire alarm

to prompt a response for others to evacuate.

### Do not use elevators

nor reenter the building until authorized emergency personnel give the "all clear" signal.

### Assist those who need help

but carefully consider whether you may put yourself at risk. Alert authorities to those who may need assistance or any missing or trapped persons.

### If you are not able to evacuate or you are a person with a disability

go to the designated **Area of Rescue Assistance** or nearest stairwell if you can. If conditions deteriorate, move into the stair landing or area adjacent to the stairwell if the stair landing is already full.



## SHELTER IN PLACE (Stay In!)

### Security Threat

- If you cannot safely evacuate, find a secure area within your building to stay and await further information.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Once within a safe place, attempt to secure the space (i.e. lock doors, close windows/blinds).
- If unable to lock the door, secure it by any means possible.
- Remain quiet, unless making noise would be beneficial to your safety.
- **DO NOT** open the door until a KNOWN law enforcement officer advises it is safe to do so or some other credible information, such as **UIS Alert** Emergency Notification System, is received advising the threat is over.

### Severe Weather

- If you are outside, proceed to the nearest protective building.
- If **sheltering-in-place** due to severe weather, proceed to the identified **Storm Refuge Area** or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

UIS Police  
Emergency

(217) 206-7777

UIS Police  
Non-Emergency

(217) 206-6690

UIS Police Telecommunications  
Devices for the Deaf

(217) 206-7510

Nothing contained within these guidelines should replace your common sense ability to adapt and react to an ever-changing situation and the specific threat presented. The elements of this situational awareness material are intended as suggested actions. Only follow these actions if safe to do so.