

# B.E.R.T.\* EMERGENCY RESPONSE GUIDE, SIUC

\*Building Emergency Response Team

CONTACT INFO	THE DISABLED
<b>Campus Emergency</b> 911 www.siuc.edu  <b>Department of Public Safety (Non-emergency)</b> 453-3771 (DPS1) www.dps.siu.edu disaster@dps.siu.edu  <b>WENS Sign Up</b> 453-3771 (DPS1) www.siuc.edu/emergency/wens.html  <b>WENS Sign Up</b> bert.siuc.edu	<b>Before an Emergency</b> 1. Inform Public Safety of your circumstances and request a brief meeting to discuss any emergency response accommodations needed. 2. Find two or three B.E.R.T. "buddies" who are willing to help you in the event of an emergency. 3. Develop two escape plans: one assuming help is available, two assuming it is not.
SIGNALS	DURING AN EMERGENCY
<b>Siren*</b> Long Blast: Tornado High/Low: Any Other Emergency  <b>Radio Alerts</b> City of Carbondale: AM 1620 WSIU: FM 91.9	<b>During an Emergency</b> 1. If needed, call one or two of your "buddies" to help. 2. If your "buddies" are not available, call 911 and tell them where you are and what is needed.
<b>SIUC Emergency Notification System (ENS)*</b> Radio Scanner *Sirens and Scanners tested at 10:00am the first Tuesday every month.	<b>BUILDING SHELTER</b> _____ _____ _____ _____

B.E.R.T. TEAM		
Team Leader	Room	Phone
Team Member	Room	Phone



CRIMINAL	Active Shooter	<p><b>EXIT</b></p> <p><b>IF SAFE TO LEAVE:</b> Exit building immediately. Inform others of situation.</p> <p><b>CALL 911</b> 9 1 1</p> <p><b>IF NOT SAFE TO LEAVE:</b> Go to the nearest room and lock the door.</p> <p>If their is no lock, barricade the door.</p> <p>Cover the door window.</p> <p>Silence cell phones and keep quiet.</p> <p>Do not answer the door.</p> <p><b>CALL 911</b> 9 1 1</p>
	Bomb Threat	<p>Secure as much info as possible, hold the line open if informed by phone and <b>DO NOT HANG UP.</b></p> <p><b>Initial Call</b> 9 1 1</p> <p><b>B.E.R.T.</b></p> <p>Notify B.E.R.T. to evacuate the building.</p>
	Suspicious Package	<p><b>CALL 911</b> 9 1 1</p> <p><b>DO NOT</b> handle the package.</p> <p>Leave room and close door.</p> <p>Wash your hands.</p> <p>Identify and isolate all who came in contact with the package.</p> <p><b>DO NOT</b> go to the emergency room.</p>
	Crime in Progress	<p><b>CALL 911</b> 9 1 1</p> <p>Remain where you are until contacted by a police officer.</p> <p><b>DO NOT</b> attempt to apprehend or interfere with suspected criminal, except in self-defense.</p> <p>Get a description and the license plate number of suspected criminal.</p>
EMERGENCY ACTIONS	NATURAL	<p><b>Fire</b></p> <p><b>EXIT</b></p> <p>Evacuate the building, assisting anyone in need.</p> <p><b>DO NOT USE</b> elevators for transport.</p> <p>Pull the Fire Alarm on your way out.</p> <p><b>CALL 911</b> 9 1 1</p> <p><b>IF TRAPPED:</b> Stay in your room. Seal the base of the door to prevent smoke from entering.</p> <p><b>CALL 911</b> 9 1 1</p> <p>Open a window and signal for help.</p>
	Tornado	<p>Go to the basement, lowest level interior hallway, or designated building shelter.</p> <p>1st B x</p> <p>Ext Int. x Ext.</p> <p>Take personal belongings. If responsible for radio scanner take it as well.</p> <p>Stay away from exterior windows and doors.</p> <p>Stay sheltered until a B.E.R.T. member tells you it is safe.</p> <p>Help others and wait for the all-clear signal.</p>
	Earthquake	<p>under desk    doorway    interior wall</p> <p>Quickly get under a desk or other sturdy furniture, move with it, brace yourself in a doorway beware of the door swinging, sit or kneel against interior wall and cover yourself.</p> <p>Beware of broken glass and other debris.</p> <p><b>CALL 911</b> if someone is hurt or the building has suffered significant damage.</p> <p><b>CALL 911</b> 9 1 1</p> <p>Help others.</p> <p>Evacuate building when it is safe.</p> <p><b>DO NOT</b> use elevators for transport.</p>
CHEMICAL	Chemical Spill	<p>Immediately inform others to leave the area.</p> <p>If chemical comes in contact with anyone: 1. Remove contaminated clothing.</p> <p>2. Rinse eyes with water for at least 15 minutes.</p> <p>3. Rinse any exposed skin with water then wash with soap and water.</p> <p><b>CALL 911.</b> Inform operator of type and amount of the spill.</p> <p><b>DO NOT</b> attempt to clean spill without proper training.</p> <p><b>CALL 911</b> 9 1 1</p>
Radioactive/Biological Threat	<p><b>CALL 911</b> 9 1 1</p> <p><b>EXIT</b></p> <p>Evacuate those not affected.</p> <p>Evacuees should be confined until monitored.</p> <p>If possible, contain/cover contamination to prevent it spreading.</p> <p>Contaminated Area</p> <p><b>DO NOT</b> let anyone enter the contaminated area.</p>	
MEDICAL	Injury/Illness	<p><b>CALL 911</b> 9 1 1</p> <p>Avoid leaving seriously injured/ill person except to get help.</p> <p><b>DO NOT</b> move the person unless he/she is in danger.</p> <p>Inform authorities if you have been exposed to another person's bodily fluids.</p>

## BEFORE AN EMERGENCY

### Know your emergency numbers

- Emergency: 911
- Non-emergency: 453-3771(DPS1)

### Plan for emergency situations

#### Evacuations

- Know at least 2 emergency evacuation routes, remembering that you may not be able to use elevators.

#### Residence Halls

- If you live in a residence hall, know your emergency assembly area.

#### Earthquake

- Make a plan for where you will seek shelter if you feel an earthquake. If you are inside, remember to:
  1. Hide under heavy furniture
  2. Brace yourself in a doorway
  3. Move against an interior wall
- Look over your work or living area for objects that may cause injury during an earthquake such as heavy objects on high shelves, unsecured shelving, etc. and make appropriate modifications.

#### Tornado

- Make a plan for where you will seek shelter in the event you are notified of an approaching tornado. Remember to:
  1. Move to the lowest level interior hallway
  2. Stay away from windows
  3. Avoid large rooms

#### Fire

- If you live in a residence hall, keep a towel accessible that it may be moistened and placed at the base of the door to prevent entrance of smoke in the event that your exit routes are restricted.
- Locate 2 of the nearest fire extinguishers and remember the acronym PASS:
  - Pull the pin
  - Aim at the base of fire
  - Squeeze the trigger
  - Spray until extinguished
- Report fire hazards immediately to your floor Resident Assistant, building manager, or Department of Public Safety at 453-3771(DPS1).



Pamphlet provided compliments of Center for Environmental Health and Safety, Department of Public Safety, and University Risk Management.

Questions concerning this guide? Call or e-mail the Department of Public Safety using the contact information listed above.

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