



Facility Safety Plan (FSP)

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Introduction

It is important that ALL State of Illinois employees are prepared in the event of an emergency. The Department of Central Management Services (CMS) developed a comprehensive Facility Safety Plan. Please read this handbook and familiarize yourself, and your staff, with the procedures established should an emergency occur at this facility.

This Facility Safety Plan covers those designated actions managers and employees must take to ensure employee and visitor safety from fire and other emergencies. This plan includes but is not limited to emergency evacuation procedures; the preferred means of reporting fires and other emergencies; and individuals who can be contacted for further information about the plan.

It is the responsibility of occupant agency management to establish and assign personnel to an emergency evacuation team (wardens). Training and drills will be held periodically for members of the team to ensure all members are familiar with the plan and the evacuation routes that will be used in a fire or other emergency.

Objectives

- To ensure all employees of the facility are aware of the needs for critical incident planning and to be prepared to evacuate the building in a quick and orderly manner to safety.
- To aid in the preparation of an emergency plan for each agency within the facility.
- To stimulate the development of a system for emergency evacuation training and evaluation of emergency procedures.
- To comply with Occupational Safety and Health Administration's (OSHA) Facility Safety Plan Standard, 29 CFR 1910.38.
- This plan applies to all emergencies that may reasonably be expected to occur at this facility.

Emergency Contacts

Police:	911
Fire Department:	911
Ambulance:	911

What Should You Know Prior to an Emergency?

- Be familiar with the emergency evacuation route floor plan maps posted on walls throughout the building, especially in your area.
- Know the pathway to at least two (2) alternative exits from every room/area at the workplace.
- Identify an external staging area for your agency/section/group to assemble at during an evacuation outside of a one-block perimeter of the building.
- Recognize the sound/signaling method of the fire/evacuation alarms.
- Know who to contact in an emergency and how to contact them.
- Know where the fire/evacuation alarms are located and how to use them.
- Know your procedures on contacting other state employees.

Reporting an Emergency – Life Threatening

When an emergency strikes, people tend to panic. Keeping calm in an emergency will help lead you to safety because it allows you to think clearly and act. To help you remember important steps, remember the acronym **CALM**, which stands for **Call**, **Alert**, **Listen**, and **Move**. By remembering the meaning of **CALM** and putting it to work you can help keep your coworkers safe.

C-A-L-M

Call 911.

Alert Staff.

Listen for Instructions.

Move to Safety and Evacuate if you are in danger.

CALL 911 first because every minute counts. Be prepared to provide the responder with the nature and location of the emergency as well as a call back number.

ALERT a Supervisor and Facility Security about the emergency including the nature of the situation as well as the exact location including floor, suite number, or area.

LISTEN to safety instructions.

MOVE to a safe area or evacuate only if you are in immediate danger. Depending on the location of the fire or other emergency, you may be asked to move to another floor; evacuate the building and/or move to the lobby; or you may be told to stay where you are. Being asked to stay where you are can often be the safest thing to do. Remember to stay **CALM**.

General Evacuation Guidelines

- Listen and obey all directions and instructions given by emergency wardens, firefighting personnel, police personnel, and facility security.
- It is important to **EXIT** using your nearest designated emergency exit/stairwell. Be aware of alternate exits or stairwells if the one nearest to you is blocked. **DO NOT** use the elevators even if they are functional.
- Remain calm and listen for instructions while exiting in the building. **DO NOT** spread faulty information or rumors causing confusion while exiting the building.
- **DO NOT** try to post on social media of the emergency. Listen to the announcement, directions, and concentrate on safely exiting the building. **DO NOT** panic or run. Remain calm and proceed to your emergency exit in a calm manner.
- Alternate individual entry into the flow of traffic at exits/stairwell entry points. **DO NOT** push or shove.
- Keep to the right, moving in a single file line and use the handrails in stairwells if applicable.
- Assist anyone who is slow moving or requests assistance.
- If building is equipped with an emergency telephone in the fire stairwell, use it if

medical aid or assistance is required. Be prepared to give your location (floor number, stairwell etc.) and the nature of your problem. The floor location number is on the wall adjacent to the telephone.

- Exit the building and proceed away from the building to at least a one block perimeter, making sure not to congregate close to the building which may hamper emergency operations.
- Once clear of the building, check in (i.e., in person or via phone, text, email, etc.) with your appointed agency/floor Chief Emergency Warden and await further instructions.
- In the event of an order for partial evacuation of the building due to a fire emergency, only selected floors/areas may be evacuated. **Listen for instructions.**
- DO NOT re-enter the building until the “all-clear” is given or if directed by authorities.
- Office managers and supervisors shall explain to all workers, in detail, what rescue and medical first aid duties are to be performed and by whom. All workers shall be told what actions they are to take during an emergency in the workplace.
- Contractors shall assign enough staff to ensure all employees are alerted to an emergency.
- If an evacuation is ordered, personnel shall perform a sweep of their assigned floor and work area to alert all persons to the emergency, assist persons requesting assistance, close office doors and equipment storage closets, and evacuate the floor immediately. Do not use elevators unless instructed. Walk calmly to the nearest emergency exit/stairwell and exit the building.
- In the event the emergency is in an isolated area of the building, employees affected will be contacted by telephone or in person by security personnel or building engineers on duty.

In the case of an emergency, an individual or group holding a special event during non-business hours shall:

- Designate an emergency evacuation warden for the event. The warden shall receive a copy of the appropriate Facility Safety Plan and be responsible for reading and understanding the plan.
- Brief attendees on the nearest emergency exit route and direct them to the exit during an emergency. **DO NOT** use elevators.
- Notify building personnel of any event guests who request special assistance.
- Maintain a list of all guests and bring it along during the evacuation.

After Hour, Weekend, and Holiday Evacuation Guidelines

The types of emergencies and emergency response actions described in this Facility Safety Plan may also occur during non-business hours and will require consistent training, response, and action by tenants, state employees, and third-party contractors authorized to perform services at the facility.

Managers and contractor supervisors are responsible for ensuring their employees who work on the premises outside of normal business hours are issued a copy of the Facility Safety Plan. This plan provides for a coordinated response and detailed procedures in times of emergency, to protect lives and property, mitigate damage, enhance communications, and facilitate a rapid and organized return to normal operations.

Staging Area for Persons Requesting Assistance

- All individuals requesting assistance will stage near the **Emergency Exits/Stairwells**.
- All individuals requesting assistance may be evacuated using an exit designated by fire fighters or police.
- Evacuation of the affected areas will be done first and then systematically for all floors or as directed by fire fighters.
- Chief Emergency Wardens should request that persons requesting assistance complete a **Voluntary Self-Identification Evacuation Assistance Form** that is included at the end of this plan. From time to time, when on-boarding new employees, and at least once per year, the Chief Emergency Warden must review the existing **Voluntary Self-Identification Evacuation Assistance Forms** for their agency. The Chief Emergency Warden should update the information on those forms appropriately. In the event of an evacuation, the Chief Emergency Warden shall provide information on persons requesting assistance to emergency responders and site security.

Emergency Evacuation Wardens

Each agency within this facility is recommended to have at least three (3) Emergency Evacuation Wardens with alternates. Based on the importance of the information shared and necessary on-going staff training, Chief Emergency Wardens must be senior staff members or supervisors. Warden teams will be appointed by supervisors within this facility and complete warden duty orientation training programs located on CMS One-Net training website.

The warden's primary responsibility is to ensure a fast, safe, and orderly evacuation of all occupants. Warden teams should only be responsible for staff in their immediate area. Depending on building design and staff locations there may be numerous warden teams throughout the facility.

Listed below are the Emergency Evacuation Warden's specific duties and responsibilities:

Chief Emergency Warden: Chief Emergency Wardens are responsible for all Emergency Wardens in their agency. They will assume the responsibility for the total coordination and evacuation of their agency as well as reporting procedures of all employees.

Duties – Assigned area only:

- Appoints personnel to the warden team and fills vacant positions, informing the Facilities Manager and Facility Security of such assignments and any future updates for Floor Wardens, Searchers, Stairwell Wardens, Elevator Guards, Persons Requesting Assistance Wardens, and their alternates.
- Alerts key personnel of potential emergencies.
- Supervises the activity and training of all key emergency team members on their floor.
- Ensures that all emergency team personnel know their assigned duties and locations in case of an emergency.
- Is responsible for informing and training key emergency personnel in their roles and all personnel in emergency procedures.
- Pre-plans the handling of persons requiring assistance personnel during evacuation.
- Is responsible for the evacuation of floor personnel.
- Is responsible for notifying the Elevator Warden when to evacuate.
- Reports to ground level incident command (i.e., fire department) when floor is clear.
- The Floor Warden will assume evacuation leadership in the absence of the Chief Emergency Warden.

Floor Warden: Operating under the supervision of the Chief Emergency Warden, the Floor Warden is responsible for the control and safe evacuation of people in their area during an emergency.

Duties - Assigned area only:

- Supervises assembly of personnel in their work area.
- Is responsible for orderly evacuation of all personnel in their area via designated exits.
- Remains with the group throughout the evacuation period.
- Assists in training of all personnel in their work area.
- Reports to the Chief Emergency Warden when floor is clear.

Emergency Exiting Warden: The Emergency Exiting Warden is stationed near or at each exiting stairwell/area and is responsible for directing all agency personnel down the appropriate stairwell/through the exit. This guide is extremely important because of the primary and secondary exits that may need to be utilized if specific exits are blocked or restricted. If your agency encompasses multiple stairwells, an additional emergency guide should be appointed.

In the event of a fire emergency wherein only a partial building evacuation is ordered, the Emergency Exiting Warden shall be responsible for opening the emergency exit/stairwell doors on the established exiting floor, so that personnel from a stairwell may be directed to a safe floor.

Duties – Assigned area only:

- Takes a position at their assigned exit and assists in the orderly evacuation of personnel.
- Inspects immediate stairwells for possible heat or smoke conditions before evacuation.
- Instructs personnel to form single file lines into the stairwells and directs personnel to exit along the right side of the stairwell.
- Supervises and monitors evacuation flow while remaining calm and encouraging a calm and orderly evacuation.
- Remains at the exit until the Emergency Searchers have cleared all personnel from the floor.

Emergency Searcher: The Emergency Searcher is responsible for seeing that all offices, restrooms, conference rooms, etc. are evacuated, paying special attention to the restroom. Private work offices, as well as open workstations, must be checked. As

a searcher, you will be responsible for ensuring complete evacuation. After checking a room, close the door behind you.

Duties – Assigned area only:

- Checks all rooms including restrooms, conference rooms, reception areas, and remote areas, closing but **NOT** locking all doors behind them.
- Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
- Be aware that some staff may have headphones on or other distractions and may not be aware of the emergency.
- Reports to the Floor Warden when their area is clear.

Elevator Guard: If building is equipped with an elevator, the Elevator Guard is responsible for directing all personnel away from the elevators and to the fire stairwells until the fire department arrives.

Duties – Assigned floor only:

- Directs people to the nearest stairway.
- Must be familiar with the building evacuation plan and the location of all stairways.
- Supervises and monitors evacuation flow while remaining calm and encouraging a calm and orderly evacuation.
- Remains at the exit until the Emergency Searchers have cleared all personnel from the floor.

Persons Requesting Assistance Warden: This warden is responsible for ensuring the safe evacuation of all persons requesting assistance until Police, Fire, or other public safety arrives. If a person requesting assistance can use the stairwell, the Assistance Warden will guide them in that direction. Agencies are responsible for appointing an aide to assist each person requesting assistance.

Duties – Assigned floor only:

- Maintains an up-to-date list of all persons requesting assistance on their floor that have submitted a ***Voluntary Self-Identification Evacuation Assistance Form***.
- Supervises and monitors evacuation flow while remaining calm and encouraging a calm and orderly evacuation.
- Assists the persons requesting assistance along with their aide in formulating a plan for an emergency evacuation.

Agency Warden Assignments/Designations

Chief Emergency Warden:

Name:

Phone: (_____)

Floor Warden:

Name:

Phone: (_____)

Emergency Exiting Warden:

Area/Floor:

Name:

Phone: (_____)

Emergency Searcher:

Area/Floor:

Name:

Phone: (_____)

Elevator Guard (if applicable)

Area/Floor:

Name:

Phone: (_____)

Persons Requesting Assistance Warden (If applicable):

Area/Floor

Name:

Phone: (_____)

In Case of Fire – Life Threatening

OPEN OFFICE AREA

Notify **911** first, because every minute counts. Be prepared to provide the responder with the nature and location of the fire.

- Alert all personnel in your immediate office area, a supervisor, and Facility Security.
- Close any doors to mitigate fire/smoke from spreading.
- Evacuate immediately utilizing the appropriate emergency exit/stairwell and proceed away from the building to at least a one block perimeter.
- Have an alternate emergency exit in mind in case the one in your area is blocked.
- When entering the emergency stairwell, stay to the right side in a single file line. **DO NOT** use the elevator. All elevators will be under the control of the fire department.
- All employees will be notified when the building is safe to re-enter.
- Elevators may be used upon returning to the building when cleared to do so.

ENCLOSED ROOM

Fire outside the door – Feel the door with the back of your hand:

If the door IS Hot:

- **DO NOT OPEN**
- If you can reach a phone, call **911** and give them your exact location, building address floor and office numbers. Advise them of your trapped location.
- If you can reach a phone, advise a Supervisor and Facility Security that you are trapped and that you have notified **911** of your situation.
- Place an article of clothing, coat, chair cushion, or similar item along the bottom of the door to keep out the smoke.
- Move as far away from the door and heat source as possible.
- Wait for rescue personnel to arrive.

If the door IS NOT hot:

- Slowly open the door while standing behind it.
 - If no danger is present, walk to the nearest emergency exit.
 - If the area is filled with smoke, stay low or crawl to the nearest emergency exit.
- **DO NOT** use the elevators.
- Evacuate immediately utilizing the appropriate emergency exit/stairwell and proceed away from the building to at least a one block perimeter.
- All employees will be notified when the building is safe to re-enter. Elevators may be used upon returning to the building if cleared to do so.

Using Portable Fire Equipment

Fires are classified according to the type of material involved:

- **Class A** (green triangle □): Solid combustible such as paper, wood, cloth, rubber, and plastics.
- **Class B** (red square □): Flammable liquids including gasoline, naphtha, acetone, greases, and oils. Also, flammable gases such as methane or hydrogen.
- **Class C** (blue circle □): Fires involving energized electrical equipment, appliances, and wiring. The use of nonconductive extinguishing agents protects against electrical shock.

There are fire extinguishers available for each specific fire classification. This facility is equipped with multipurpose, ABC dry chemical extinguishers, suitable for use for all fires classified A, B, or C. Water should also be used on Class A fires to prevent smoldering. ABC extinguishers have a range of approximately 10-15 feet, and the contents can be discharged within 25 seconds.

There are several fire extinguishers located on each floor. Please make sure you know where they are in your area. Although not required, if the fire is small, please consider using a fire extinguisher using the PASS steps below:

Basic Fire Extinguisher Operation (PASS):

P – PULL the safety pin (usually a twist-pull action).

A – AIM the nozzle to the base of the fire.

S – SQUEEZE the trigger handle.

S – SWEEP slowly from side-to-side.

Never return an extinguisher once it has been discharged (even if only for a few seconds). Contact the Facility Manager immediately after use to arrange for recharging of the fire extinguisher.

Report all minor fires such as in a waste basket to Facility Security and Facility Manager.

In Case of an Explosion

- Call **911** immediately. Give your exact location including building address, floor, suite number, or area. Do not hang up. Listen for additional instructions from the dispatcher.
- If it is safe to do so, assess the extent of the damage sustained and the injuries involved and give this information to the responding emergency personnel.
- Alert all personnel in your immediate area, checking for any damage or dangerous conditions.
- **DO NOT** use the elevators. Follow directions given via the public address system or Evacuation Wardens. If directed, use appropriate exit/stairwell/route, and proceed to exit the building.
- Emergency Evacuation Wardens will assist the injured and any persons requesting assistance to evacuate the building.
- All employees will be notified by their Chief Emergency Warden when the building is safe to re-enter. Elevators may be used upon returning to the building if cleared to do so.

In Case of Chemical Spill

MSDS: Refer to onsite binder located at the front office, or other designated area.

When a Chemical Spill has occurred:

- Immediately notify the Facility Security, Chief Emergency Warden, and Supervisor.
- Secure the area and alert other site personnel.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.), if it is safe.
- Do not attempt to clean the spill unless trained to do so, or with the spill in accordance with the instructions described in the MSDS.
- Spills must be handled in a safe manner. Wearing proper PPE provides additional safety while cleaning up spills.
- Call **911** if toxic fumes are present and to attend to injured personnel.
- Call a local clean up and restoration service company to perform a large chemical (e.g., mercury) spill cleanup.
- Evacuate building if necessary.

Bomb Threats and Searches

Initial Bomb Threat Procedures

- Upon receiving a bomb threat, keep calm and try to get any information that the caller will relay. Utilizing the **Communicated Threat Report** form while the caller is on the phone would be preferred. If the Facility Communicated Threat Report form is not available during the call, complete the form at your earliest convenience for law enforcement operations.
- After the caller has hung up, notify **911** immediately with the information, then alert a Supervisor and Facility Security for bomb threat protocol to be implemented.
- The Chief Emergency Warden or designees will then be directed to do a search of their respective areas for any unusual or suspicious objects.

Suspicious Packages or Substances:

What makes an object suspicious? There are several observable indicators that might indicate the need for further inquiry. These characteristics may include, but are not limited to:

- The package is not expected or was un-solicited.
- Excessive postage; non-cancelled postage.
- Generic or incorrect title.
- Unexpected weight of the package.
- Lopsided and uneven.
- Misspelled words.
- Missing or unknown return address.
- Nonsensical return address.
- Oily stains.
- Protruding wires.
- Restrictive markings; handwritten notes.
- Sealed with excessive tape.
- Unknown powder or substance.
- Police and fire will be responsible for the inspection of the common areas such as stairwells, equipment rooms, restrooms, and any other areas they deem need to be searched.
- After visual search by the Agency's Chief Emergency Warden or designees have been completed, the Agency's Chief Emergency Warden shall communicate with police and fire information that includes what areas were searched and if anything was found.
- If an unknown object is found, out of place, or of a suspicious nature, **DO NOT**

TOUCH IT! Inform law enforcement of the object so that they may investigate the object and determine the next course of action. Do not use radios or cellular telephones near the suspicious object as they could trigger a detonation. Move employees away from the specific object.

If there is a suspicious substance, such as a powder, liquid, or gas present:

- Evacuate the room or area, but keep all exposed individuals segregated and together.
- Contact a supervisor, Chief Emergency Warden, and notify public safety responders as described above.
- Turn off fans in the room, and air handling equipment (heating/air conditioning fans) where the package is located.
- Close windows and doors to the area.
- Dust off any dry powder, wash your hands with soap and water and then wash your face.
- Identify all individuals who came into the area and contact with the package/substance.
- Await and follow all instructions given by the responding incident command.

Evacuation Determination

- If the Bomb Squad determines the threat was a hoax, they will instruct the Agency's Chief Emergency Warden if an evacuation is needed out of caution. For any bomb related response, the bomb squad will determine the next steps for the building occupants.
- If it is determined, or it appears that the threat is real, the Agency's Chief Emergency Warden will provide notification that an evacuation will be implemented. Go to the designated emergency exit/stairwell and proceed to at least one city block/approximately (500-600 feet) and await instructions from your Chief Emergency Warden.
- Keep all portable radios, cellular telephones, pagers, and mobile data terminals **OFF** until at least 500 feet away (at least one city block) from the location of a bomb or suspected device.
- In case of explosion, be cautious of secondary explosive devices and any collateral damage threats.

Active Shooter Incidents

Active Shooter incidents necessitate the immediate intervention of law enforcement to stop the Active Shooter and protect the lives of employees, tenants, and visitors of this facility. An Active Shooter is defined as one or more armed subject(s) who, by force of violence, engage in a random or systematic assault on a place occupied by other people with the intent to harm any or all those people.

The immediate area the Active Shooter is occupying, or the area threatened by the Active Shooter, is called the **Hot Zone**. The area within the immediate vicinity of an Active Shooter incident that has been cleared of possible threats and can be reasonably defended from attack by the Active Shooter, is called the **Safe Zone**. A safe path to evacuate the building is called an **Escape Route**.

The primary goal in an Active Shooter situation is for the police to respond rapidly to the location and to stop the Active Shooter incident before the Active Shooter endangers additional lives. Therefore, identifying the location of the shooter (Hot Zone) quickly becomes very important.

The following actions are recommended during an active shooter situation and should be conducted, if possible, in the following order of importance:

- Call **911** immediately. Provide as much information as possible (e.g., location, description of offender(s), types of weapons, what they are saying etc.).
- Identify the **Hot Zone** and possible **Safe Zones** and **Escape Routes**.
- **Run**: Individuals should immediately leave the area of danger as soon as safely possible, taking great care to be as quiet as possible and to gather as many fellow employees as practical on the way to a safe location. Those who are injured, wounded or unable to flee will be assisted by the police and medical personnel. Do not take time to gather personal belongings.
- **Hide**: If unable to flee safely out of the building, individuals should lock and/or barricade themselves in a secure room as soon as possible, turning off lights and silencing cell phones, pagers and other electronic devices that can reveal their location. Individuals should also seek **cover** and **concealment** from any active shooter(s), preferably in a locked room secured by a steel door. **Cover** is defined as those objects that will help protect a person from gunfire or explosives, while **concealment** is defined as those objects that may hide a person from the active shooter's view.
- **Fight**: If unable to escape the presence of the active shooter(s), and if all other means of securing a safe location are not available, it may be necessary to resort to use of whatever force is possible to incapacitate the active shooter(s). Employees should make use of whatever objects can be used as weapons against the active shooter(s) (e.g., fire extinguisher, etc.). As a last resort, individuals should fight with whatever force is possible and necessary. If in a group, large numbers of people acting in concert, together and quickly, may be able to fight off and overpower the active shooter(s) with brute force.

For additional information and guidance, please use the following link to access the Illinois State Police (ISP) Critical Incident training video: <https://multimedia.illinois.gov/isp/ISP-Civilian-Response-V2-2019.html>

Severe Weather

In the event of severe weather an announcement may be made over the public address system if building is equipped, or from Evacuation Warden regarding any need for seeking shelter or an evacuation.

If a shelter in place is ordered, employees should:

- Move to the center of the floor as far away from the windows as possible. Lie down on the floor, under a desk or table if possible, and curl up and protect your head and eyes.
- **STAY AWAY FROM LARGE OPEN AREAS, AREAS WITH A LARGE NUMBER OF WINDOWS, AND OUTSIDE WALKWAYS.**
- Do not use the elevators or the telephones.
- Persons requesting assistance will be assisted by the designated emergency wardens.

An “all clear” announcement may be made over the public address system or by the Evacuation Warden when appropriate. Please report any damage to Agency’s Chief Emergency Warden. If there are any injuries or structural damage to the facility, call **911**.

Power Failure and Extended Power Loss

In the event of a power failure, all employees should remain in their work area. Announcements will be made as to whether an evacuation will commence. If an evacuation should be ordered:

- Assist all persons requesting assistance to their staging area near the emergency exit stairwell.
- Exit to the nearest emergency exit/stairwell, following the signs to the nearest emergency exit.
- **DO NOT** use the elevators.
- Exit the building and proceed to at least one block away from the building.
- All employees will be notified by their Chief Emergency Warden when they may re-

enter the building.

In the event of extended power loss to a facility, certain precautionary measure should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following systems in the event of a long-term power loss:
 - Fire sprinkler system
 - Standpipes
 - Potable water lines

This facility is equipped with limited low-level emergency lighting. All emergency exit/stairwells are equipped with emergency lighting. If building is equipped with a public address system, it will also be powered by an emergency power source.

In Case of a Flood

When a general building area is affected, notice will be given over the building's public address system or by Evacuation Warden. Local governments are responsible for issuing warnings in the event of flash flooding. During periods of possible flooding, a radio watch should be maintained by all office personnel, building management, and security forces.

Flooding is one of the few disaster conditions in which evacuation of the building may be recommended. Employees should prepare to leave immediately if advised to evacuate. In the event of evacuation, building management may advise the use of alternate routes.

In Case of an Earthquake

During an earthquake, the "solid" earth moves or sways. The shaking is seldom the cause of the injury or death. Most casualties result from falling objects and debris because the shocks can damage or destroy buildings. Landslides and fires can also be triggered by earthquakes.

The first indication of a damaging earthquake may be shaking. You may notice the

swaying of light fixtures or hear objects wobbling on shelves. Initially, there may be a violent jolt. You may hear a low rumbling noise such as thunder. After these preliminary indicators, the shaking increases, and it may be difficult to stand up or move around.

DURING AN EARTHQUAKE

- Find shelter under a sturdy desk or table if possible. Kneel and cover your head with your arms. Standing in a doorway is another option.
- Stay away from temporary walls, partitions, and free-standing objects such as files, file cabinets, and shelves, etc.
- Remain calm and stay in your position. An initial shock usually lasts less than a minute. Aftershocks may occur.
- **DO NOT PANIC** or attempt to evacuate.
- **DO NOT** attempt to use the elevators.
- Stay clear of outside walkways and glass windows.

AFTER THE EARTHQUAKE

- Notify Chief Emergency Warden immediately of any injuries or structural damage. If there are injuries call **911**.
- If evacuation is necessary, an announcement will be made.
- Emergency Evacuation Wardens will inform employees of alternate routes if necessary.
- An “all clear” announcement will be made when employees may re-enter the building.

Handling Injury or Illness

Call **911** if the circumstances warrant emergency services and call Facility Security. Tell the authorities the location of the person and the type of illness or injury they are suffering and alert the Chief Emergency Warden of the situation.

Render aid if you are trained to assist in emergency first aid or provide CPR if necessary. Some buildings are equipped with automated external defibrillator (AED) device in the event of a medical emergency involving sudden cardiac arrest.

The Agency’s Chief Emergency Warden will direct the ambulance to the location of the victim. It is advisable to have someone from the employee’s agency or, if available, have a staff member meet the ambulance personnel at the ground level doors to direct them to the injured or ill person. Be prepared to brief the emergency medical personnel with the nature of the injury or illness and any background information that may assist them in evaluating the person.

Medical Emergency

Fire Department/Paramedics/Ambulance: **911**

Provide the following information:

- a. Nature of medical emergency.**
- b. Location of the emergency.**
- c. Your name and phone number from which you are calling.**

Do not move victim unless necessary. If needed, request help from anyone trained in CPR and/or First Aid to provide the required assistance prior to the arrival of the professional medical help.

Protests, Rallies, Demonstrations, and Civil Disturbances

As with other government buildings, this facility may be the site of protests, rallies, demonstrations, and civil disturbances. Most of the events are peaceful and organized with no civil unrest or disturbances; however, from time-to-time situations may arise which require steps to secure the building and its occupants. In the event a situation develops, security may activate operational protocols which may include the following, in no specific order:

- Make notifications and call for additional police or fire personnel for assistance.
- Make an announcement over the public address system (if applicable) notifying people there is civil disturbance with instructions as how to proceed. Security may provide periodic updates, as well as advise building management that people can resume “normal business” at the conclusion of the situation.
- Create an inner and outer perimeter by securing some or all the interior and exterior access points / doors allowing continued business operations within each building. Facility Security will direct people to the open access points being utilized for business operations.
- Request that people “Shelter in Place.” Shelter in place means stay where you are or find a location within your office space which is adequate to safeguard you from the incident.
- Evacuate people who may be located near the disturbance. In the event the concourse, ground, or second floors are compromised, people at those levels may be asked to move to upper floors.

Other steps may be required, depending on the specific nature of the problem. The assistance and cooperation of everyone including the floor wardens is an important part of the effort of to promote a safe and secure environment.

Restrictions on Individual Access

From time to time, Agencies may feel compelled to restrict certain individuals from access to State properties to promote public safety. These persons may be current employees, former employees, or persons seeking State services. If any Agency seeks to restrict any individual from access to this facility/property, that agency must work with the CMS Chief of Security before implementing such restrictions.

Voluntary Self-Identification Evacuation Assistance Form

Full Name: _____

Agency/Bureau/Department: _____

Floor Number / Room or Cubical Number and general area: _____

Contact Information (Phone/Email): _____

Consent for sharing provided information with first responders, emergency personnel, and other individuals involved with emergency evacuations (circle one): Yes / No

Please check off and provide details on all the categories below that might apply. When completed, please return this form to your Agency's Chief Emergency Warden.

_____ **Types of Notification – for individuals who have visual or hearing impairments.**
Please describe the best way (e.g., flashing light, signs, etc.) in which you can be alerted to during an emergency evacuation.

_____ **Assistive devices/Service Animals**
Please list any assistive devices (e.g., wheelchairs, walkers, canes), or service animals that must accompany you in the event of an emergency evacuation.

_____ **Other Assistance**
Please provide any additional information that may be helpful in assisting you during an emergency evacuation.

Facility Communicated Threat Worksheet



COMMUNICATED THREAT WORKSHEET State of Illinois



Incident Date: _____ Time: _____

Type of Threat: ☐ Targeted Physical Violence ☐ Shooting ☐ Bomb/Arson ☐ Chemical ☐ Other Received VIA:

☐ Phone - Receiving #? _____ Caller ID? _____

☐ Text: Screenshot the Texts, do not erase or forward text until directed to do so

☐ E-Mail: Do not erase or forward email until directed to do so.

☐ **Letter/Package: Follow the Suspicious Package Protocol identified in the *Communicated Threat Recognition and Management Guide* or your facility's EAP.**

☐ Note left on-site: Do not handle the Note or writing, secure the area.

☐ Other: _____

☐ In-Person: Provide all information, if known or estimated:

Name: _____ DOB / AGE: _____

Address: _____

Phone: _____ Email: _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____ Sex: _____

Clothes: _____

Carried Items: _____

Vehicle: _____

Speech:

Background Noise: _____

☐ Slow ☐ Disguised ☐ Coughing

☐ Normal ☐ Slurred ☐ Accent

☐ Fast ☐ Nasally ☐ Rambling

☐ Exited ☐ Aggressive ☐ Stuffy

Other _____

Person directly receiving or experiencing the incident: _____

Cell Number: _____ Email: _____

< OVER >



COMMUNICATED THREAT WORKSHEET

State of Illinois (Continued)



QUESTIONS TO ASK: (Ask as many as you can, even if they don't give you an answer)

Why are you doing this (what is the grievance)?

What is it you want/How can we help you?

That sounds threatening, is that a threat?

What do you plan to do? How will you do it? When/where will the attack take place?

For Bomb threats:

What kind of bomb is it?

When/how will it detonate?

Where is it?

How did you put it there?

What does it look like?

WHAT WERE THE EXACT WORDS USED:

Please email the completed Facility Communicated Work Sheet to the two email addresses below as soon as possible upon the completion of the form so that they can be submitted to the Illinois State Police for further law enforcement actions.

1. CMS Chief of Security: joseph.gillespie@illinois.gov
2. CMS Incident Reports: cms.incidentreports@illinois.gov

Facility Specific Guidance

- This section is a placeholder for any additional information, guidance, or instruction unique to this facility that is not covered in the preceding plan template.