

ARTICLE IV: SAFETY AND EMERGENCY PROCEDURES
Section 1. Emergency Procedures

Policy 1.1: Transportation for Medical Care
Issued: March 1, 2001

The purpose of this procedure is to outline conditions when:

- A. 911 Service is requested for Chicago Fire Department Ambulance services.
- B. Medical transport requests are made by members of the Chicago State University Community with known illnesses.
- C. Potential suicide victims/persons having mental health problems will be taken into protective custody.

DETERMINE SERIOUSNESS OF MEDICAL PROBLEM:

- A. **Emergency**
 - 1. Definition: The caller indicates that the victim is not breathing; has uncontrolled bleeding, is unconscious; has ingested poison, appears to have broken bones, or appears to be suffering severe pain.
 - 2. All University Police shall be notified of the medical assist by the Telecommunicator, using the Police radio system.
 - 3. The Telecommunicator will notify the 911 Emergency System and will relay to the Chicago Fire Department information of the potential emergency. The Fire Department will be requested to send the correct emergency apparatus to the scene, preventing delays on the scene waiting for correct apparatus. This is our priority system with the Chicago Fire Department.
 - 4. The Telecommunicator will also have dispatched a police officer to the scene of the reported incident.
 - 5. The Telecommunicator will dispatch a second police officer to the 95th and St. Lawrence Streets entrance of Chicago State University, which is demanded by the agreement with the Chicago Fire Department for rapid emergency response. **Note agreement:** the only location where the ambulance or fire apparatus is to come on campus is 95th and St. Lawrence Streets, where CSU Police unit will meet them and provide an escort to the exact location.

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B. Non-Emergency Injury

1. Definition: The caller indicates that the injured victim is apparently not in an immediate life-threatening condition.
2. The Telecommunicator will dispatch a police officer to the scene of the reported incident.
3. The police officer will assess the injury; if an ambulance is needed, the police officer will follow the emergency response procedure.
4. If there is no need for ambulance service:
 - a. The police officer will take the victim's information to facilitate completion of the medical reports.
 - b. If the victim does not wish to seek medical assistance, the police officer will advise the Telecommunicator of the victim's wish not to seek medical assistance.
 - c. If the victim refuses all treatment and wishes to seek treatment from a private physician, the police officer shall try to ascertain what means of

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arrangements to isolate the area of the scene or keep the victim there until help arrives.

7. The police officer will carefully document all the information regarding the assistance call on a CSU police report.
- E. When the University Police become aware of an actual suicide involving a student, faculty, staff member, administrator, guest or visitor:
1. The Telecommunicator will follow the emergency procedure.
 2. The police officer(s) will take over the scene, protect the area, collect all information possible, and initiate an investigation.
 3. The Telecommunicator will notify the Chief of the University Police Department, the Police Administrative Supervisors (Captain and Lieutenant[s]), and the CSU Department Investigations Personnel.
 4. The Police Supervisor on duty will have pertinent information ready as soon as possible for forwarding through the Chain of Command in the University Administration.

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Policy 1.2: Emergency Situations Affecting Work Schedules
Issued: April 1, 2001

From time to time, events may occur that interrupt normal work schedules. Upon determination of the facts underlying the event, the President or her/his designee may declare an emergency that could alter or suspend normal work schedules. An emergency situation includes, but is not restricted to, severe weather conditions, public transportation interruptions, impassable roads, mechanical or utility outages, and civil disturbances.

Unless stated otherwise, the "emergency" will be assumed to be from the time called to 6:00 a.m. the following calendar day. The emergency situation may be extended further as deemed appropriate by the President or her/his designee.

1. If an emergency that alters or suspends the normal workday is declared during the normal business hours of the university, the following policy will prevail:
 1. Employees not emergency-essential will be released from work and paid to the normal end of their work shift. Time sheets should reflect an emergency leave status if the employee was excused.
 2. Emergency-essential employees, already on campus, will be required to complete their shifts without additional compensation. If required to work beyond the normal work shift, they will be compensated according to Board of Governors regulations for overtime compensation (II.C.8) or by the provisions of the applicable collective bargaining agreements.
2. If an emergency is declared prior to the start of normal shift hours, the following policy will prevail.
 1. Employees not emergency-essential should not report to work. They will be excused without loss of pay. Time sheets should reflect an emergency leave status if the employee was excused.
 2. Emergency-essential employees shall be expected to report for work at their regular shift time and shall be compensated for that time according to Board of Governors regulations or by the provisions of the applicable collective bargaining agreements.
 3. Emergency-essential employees not excused from work who fail to report for work as scheduled will be denied compensation for such absence. Employees normally designated as emergency-essential are expected to call their department

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prior to the start of their shift.

3. Although not normally an emergency situation, maintenance laborers called in early or required to work past the normal end of shift for snow removal duties shall receive double time rates for those time periods.

For the purpose of this policy, all employees in the departments of Public Safety and Facilities Management are considered emergency-essential unless specifically excused by their respective Director/Assistant V.P.. Employees from other departments may be designated as emergency-essential by their Dean/Director, if warranted by the nature of the emergency or some other issues related to the operation of the unit.

Employees should listen to radio or TV to find out if the University has closed because of an emergency. Emergency closing information will normally be broadcasted over AM radio bands 670, 720, 780, 890; FM radio 94.7, 96, and 99; and Fox 32 TV Station. The emergency closing center hotline, 1-900-407-SNOW, can also be called; the cost of this service is \$.95/minute.

The above mentioned stations have affiliations with either the Computerized Emergency Closing Center, City News Bureau or operate independently and are contacted by responsible Chicago State authorities in the event of school closing.

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**Policy 1.3: Bomb Threats: Follow-up Procedures
and Search Instructions**
Issued: June 1, 2001

1. Persons receiving information relative to a bomb or incendiary device should attempt to record the following information:
 1. Questions to ask:
 - a. How- is the bomb to be detonated?
 - b. What- type of bomb?
 - c. Where- is the bomb?
 - d. When- is the bomb due to go off?
 - e. Why- is there a bomb?
 - f. Who- placed the bomb and who is the intended victim?
 2. Voice (male or female), accents, ethnic indications.
 3. Affectations (attempts to disguise), unusual mannerisms.
 4. Eyewitness contact description of person(s).
 - a. Hair color, length and style.
 - b. Color of eyes (glasses, contacts).
 - c. Distinguishing features of face: complexion, color, shape of ears, nose,

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**Policy 1.3: Bomb Threats: Follow-up Procedures
and Search Instructions
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3. The Police Department shall notify the Vice President for Administrative Affairs Office by the most expedient method.
 1. The Vice President for Administrative Affairs, in consultation with the other Vice-Presidents, will evaluate the situation and make an evacuation recommendation to the President of the University, based on the information supplied.
 2. The President of the University will be responsible for making an evacuation decision. In the absence of the President, the decision will be made by the Provost, the Vice President for Administrative Affairs, or the Vice President for Student Affairs.
 3. If a bomb threat is received that names a building or specific area within the campus, the building or area may be ordered evacuated (only upon order of the President), and a search shall be conducted. If a bomb threat is received that does not name a building or specific area within the campus, a campus-wide search shall be conducted and the president or designee (as defined in Part C.2 above) shall determine whether or not also to order evacuation on the basis of all information available.

4. Bomb Search:
 1. The President shall decide whether to contact the Bomb Squad of the Chicago Police Department to request its assistance in conducting a search upon the recommendation of the Vice President for Administrative Affairs. The call will be made by the Vice President of Administrative Affairs or her/his designee. The search will be conducted by the Police Department together with other authorized university officials and, if applicable, in cooperation with the Bomb Squad of the Chicago Police Department.

If, prior to summoning the Chicago Police Department a suspicious device is found on campus, the area will be evacuated and the Chicago Police Bomb Squad or other appropriate agency will be contacted to dispose of the device.
 2. The following procedures should be followed by authorized search personnel:

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- a. Remain casual, do not hurry, and do not inform others of what you are doing.
- b. Check duct work,
- c. Check fan units.
- d. Concentrate on locating strange or foreign objects,
- e. If any suspicious object is found Do Not Attempt to Remove It. Any explosive or incendiary device may well be rigged for entrapment (booby-trapped).
 - 1. For this reason it is imperative that no such device or suspected device be moved or even touched.
 - 2. Keep, all persons away from object.
- f. Notify Police Department of the location of such a device in the most expedient manner.
- g. Stay clear of the object but remain near enough to point the object out to Police Department when they arrive.
- h. If no suspicious object is found, report back to the Police Department for further direction.
- i. Upon completion of search reports, the Police Department will notify applicable Search Leaders of termination of search. When the search has been completed, the Police Department shall notify the administrative officer in charge of the results. The administrative officer in charge shall take the appropriate action.