Evacuate
If you can safely leave the building, **EVACUATE**.

Evade
If you cannot safely leave, find a safe place to **EVADE** (or hide).

Engage
If you cannot EVACUATE safely or cannot EVADE (or hide), be prepared to **ENGAGE** for your life.

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 UIC Police at (312) 355-5555.
- 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 UIC 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 UIC Police at (312) 355-5555.

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

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

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

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!*)

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.

**BOMB THREAT/ SUSPICIOUS PACKAGE**

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 UIC Police at (312) 355-5555.

**RESOLVE IN PLACE** (*Stay In!*)

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.

**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 **UIC 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.

**FIRE**

**UIC Police**
- Emergency: (312) 355-5555
- Non-Emergency: (312) 996-2830
- Telecommunications Devices for the Deaf: (312) 413-9323
- Information Hotline: (312) 413-9696

**UIC Mobile App**
- Google Play: [Download](https://play.google.com/store/apps)  App Store: [Download](https://apps.apple.com)