SYLLABUS EMERGENCY PREPAREDNESS INFORMATION

Building Name: __________________________
Address: __________________________
Room No.: __________________________

Nearest First Aid Kit: ________________
(e.g., across from floor restrooms)

Primary Evacuation Route: ________________
(e.g., make a right out of lecture room, use nearest exit toward Halsted St.)

Alternate Evacuation Route: ________________
(e.g., make a left out of lecture room, use nearest exit toward Harrison St.)

REPORT
UIC POLICE DEPARTMENT (312) 355-5555
CRIMES Anonymous: clery.uic.edu
SUSPICIOUS ACTIVITY Local Authorities: 855-RPRT-2-S4
SEXUAL MISCONDUCT Title IX: (312) 996-8670

If you are experiencing a crisis and need someone to talk to:
National Crisis Hotline: (800) 273-TALK (8255)
*E-chat: suicidepreventionlifeline.org/chat
UIC Counseling Center: (312) 996-34910
 counseling.uic.edu

ACTIVE THREAT / SHOOTER

Active threat/shooter IN your building:
• Move yourself and others from an open area or unsecured space, to a safer area which can be locked or secured. If that’s not possible, do your best to hide.
• Baricade the room and LOCKDOWN.

LOCKDOWN
• Close and lock the door, if possible. If unable to be locked, barricade the doorway with heavy, solid objects (desks, tables, cabinets). Close blinds, turn off lights, silence electronic devices.
• Monitor mobile phones for UIC ALERT updates.
• If safe to do so, call the UIC Police Department to provide your building address.
• Remain quiet, unless making noise would be beneficial to your safety.
• DO NOT negotiate with the active threat/shooter.
• DO NOT evacuate a secure space if a fire alarm is activated during an incident, unless you observe evidence of fire (fire or smoke) or the “all clear” is given (i.e., UIC ALERT).
• DO NOT open the door until a known law enforcement officer or credible information given (i.e., UIC ALERT) that threat is over.

Active threat/shooter NOT in your building:
• If notified of a threat on your campus but not in your building, immediately move inaccors to the nearest room that would conceal your location.
• Baricade the room and LOCKDOWN.

ACTS OF VIOLENCE OR THREATENING BEHAVIOR

If you are confronted by or observe a person displaying aberrant, dangerous, or threatening behavior:
• Attempt to remove yourself from the situation, if you can do so without provoking the aggressor.
• Appear calm and unhurried in your response actions, but stay out of arm’s reach.
• Give the person your full attention, be empathetic and show your concern.
• Let the person speak and ask for specific examples to clarify what the person is saying.
• Move away from any object that could be used as a weapon.
• DO NOT display challenging body language (hands on your hips, moving toward or staring at the person).
• DO NOT physically touch an angered person or try to force the person to leave.
• DO NOT accept a weapon from a violent person.
• DO NOT argue, yell, or joke.

Behaviors of Concern
Report the following:
• Any physical violence toward a person or property.
• Direct or indirect threats of violence.
• Any act, gesture, or statement that would be reasonably interpreted as threatening or intimidating.
• Unusual behavior that would cause a reasonable person to fear harm.
• Any statement or behavior indicating suicidality.

Example behaviors:
• Physical or verbal intimidation.
• Vandalism.
• Throwing objects.
• Gestures intended to cause fear.
• Statements about harming others.
• Stalking or surveillance of a person or location.
• Behavior suggestive of mental disturbance or substance abuse.
• Fixation with mass murder, weapons, and/or violence.
• Member of or fixation with a hate group.

To report behavioral concerns:
• Regarding students: Office of the Dean of Students, (312) 996-4857
• Regarding employees: Office for Access & Equity, (312) 996-8670