



# EMERGENCY RESPONSE GUIDELINES

For additional information: [ready.uic.edu](https://ready.uic.edu) @UICReady ready@uic.edu



## ACTIVE THREAT/ SHOOTER

### 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.



## BOMB THREAT/ SUSPICIOUS PACKAGE

### 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 or 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** open, shake, or move the package.
- Avoid radio or cell phone use in close proximity.
- Immediately contact UIC Police at **(312) 355-5555**.



## FIRE

### Rescue

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

### Activate

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

### Confine

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

### 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!)

### Evacuate

the building as quickly as possible and go to the **Evacuation Assembly Area** (Get Out!).

### Pull the manual fire alarm

to prompt a response for others to evacuate.

### Do not use elevators

nor reenter the building until authorized emergency personnel give the "all clear" signal.

### 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.

### 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. If conditions deteriorate, move into the stair landing or area adjacent to the stairwell if the stair landing is already full.



## SHELTER IN PLACE (Stay In!)

### Security Threat (Lockdown)

- Immediately move yourself and others from an open or unsecured space, to a safer area which can be locked or secured. If that is not possible, do your best to hide.
- Lock the door if possible. If unable to be locked, barricade the doorway with heavy, solid objects (desks, tables, cabinets).
- Close blinds and turn off lights and computer monitors. Place mobile phones on silent; monitor for UIC ALERT updates.
- **DO NOT** open the door until a **KNOWN** law enforcement officer advises, or credible information is given that threat is over (i.e., UIC ALERT).
- **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 an "all clear" message is given that the threat is over (i.e., UIC ALERT).

### Severe Weather

- Proceed to the identified **Storm Refuge Area** or the lowest, most interior area of the building away from doors, windows, and hazardous equipment or materials.

### HAZMAT Incidents

- Close all windows, doors, and other inlets. Shut down the HVAC system if possible.
- Seek shelter in an interior room above ground. Await instructions from emergency responders.

**UIC Police  
Emergency**  
(312) 355-5555

**UIC Police  
Non-Emergency**  
(312) 996-2830

**UIC Police Telecommunications  
Devices for the Deaf**  
(312) 413-9323

**For emergency  
situational updates**  
emergency.uic.edu

