

SYLLABUS EMERGENCY PREPAREDNESS CLASSROOM INFORMATION

Building Name: _____ **Address:** _____ **Room No.:** _____
(e.g., Lecture Center C / LCC) (e.g., 802 S. Halsted Street) (e.g., C001)

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

ACTIVE THREAT / SHOOTER



EVACUATE (get out!)

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

EVADE (stay in!)

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

ENGAGE (protect yourself!)

If you cannot evacuate safely or cannot evade, be prepared to **ENGAGE** for your life.

***All actions taken in an active threat/shooter situation must be determined based on your assessment of the situation.**

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.
- Barricade 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 is 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 indoors to the nearest room that would conceal your location.
- Barricade 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.
- Calmly ask the person to place any weapons in a neutral location while you continue to talk about their concerns; **DO NOT** attempt to disarm the person.
- **DO NOT** display challenging body language (hands on your hips, moving toward or staring at the person).
- **DO NOT** physically touch an outraged 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

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