



# SOUTH SUBURBAN COLLEGE EMERGENCY INFORMATION



**Campus Police: (708) 596-2000, Ext. 2235**

## **MEDICAL & FIRST AID**

1. If an injury or illness occurs on campus, immediately call the Campus Police at extension 2235. Give your name; describe the nature and severity of the medical problems and the campus location of the victim.
2. Stay on the phone for instructions.
3. Automated External Defibrillators (AEDs) are located on every floor of the Main Campus and at the Athletic and Physical Fitness Center (Gym). An AED is also located at the *University and College Center (UCC)*. AEDs are for medical emergency use by trained rescuers.

## **POWER OUTAGE**

1. Gather and take personal possessions with you.
2. Proceed to hallway or other lighted area.
3. Wait for instructions from College Administration.

## **FIRE/FIRE ALARM**

1. Upon discovery of smoke and/or fire, activate the nearest fire alarm pull box.
2. When the building fire alarm is sounded or when told to leave by the Campus Police and/or college official(s), walk quickly to the nearest marked exit, and alert others to do the same. Gather and take personal belongings with you (e.g., purse, book bag, car keys, coat).
3. **DO NOT USE ELEVATORS**
4. Once outside, move to a clear area away from the affected building. Keep the streets and walkways clear for emergency vehicles and personnel.
5. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed to do so by the Campus Police.

## **TORNADO**

**When indoors,  
seek shelter in  
lower level  
interior areas  
AWAY FROM WINDOWS.**

## **CRIME REPORTING**

Notify Campus Police at extension 2235 as soon as possible and supply them with the following information:

1. Nature of incident
2. Location of incident
3. Identity and descriptions of person(s) involved
4. Description of property involved

## **ARMED INTRUDER**

1. Call the Campus Police at extension 2235.
2. In case of an immediate life-threatening event, each individual should take action necessary to protect his or her life.
3. If it is possible to flee the area safely and avoid danger, do so.
4. If flight is impossible, attempt to secure yourself in a safe area.