

CAMPUS PREPAREDNESS



EMERGENCY NUMBERS

The Triton College Police Department operates 24 hours a day, year-round, and can be reached at any time day and night.

Campus Phone	Ext. 3206
Off-campus or cellphone	(708) 456-6911
Health Services/Nurse	Room G-109, Ext. 3051
Counseling and Wellness Center	Room A-106, Ext. 3588



ACTIVE THREAT



- If you are a victim of or witness to an on-campus violation of the law, such as assault, robbery or theft, contact Triton Police at (708) 456-6911, open 24-hours-a-day.
- Notify the Triton Police as soon as possible and provide them with the following information:
 - Location.
 - Incident.
 - Persons involved.
 - Property damaged.
- A hostile intruder with or without a weapon:
 - RUN, HIDE, FIGHT!
 - Call the Triton Police Department (Ext. 3206).
 - If alerted to an active situation on campus:
 - Lock classroom/office doors.
 - Account for students and co-workers.
 - Follow directions from the Triton Police.



MEDICAL FIRST AID RESPONSE



- **Remain calm** and give the following information to Triton Police:
 - Your name and location.
 - Injured person's name and exact location.
 - Injured person's condition if known, (ie., fainting, bleeding.)
 - You should stay on the line until emergency services are dispatched. You should return to the injured party and wait for assistance to arrive or proceed as directed by Triton Police or Health Services personnel.



FIRE EMERGENCY



What to do:

- Activate the nearest fire alarm pull box. Close doors behind you as you exit without locking them.
- Evacuate the building using the most direct route and the nearest exit.
- DO NOT use elevators.
- Once outside, remain at a safe distance from the building. At least 150 feet away is recommended.
- Instructors should take an accurate count of students under their responsibility and direct students to exit the building immediately.
- Notify emergency personnel of any individuals with disabilities who may need assistance to evacuate, and report anyone unaccounted for.



GENERAL EMERGENCY SITUATIONS



What to do:

- Remain calm.
- Calm others.
- Render aid to anyone injured, according to your abilities and training.
- Assist responding agencies by sharing your knowledge of events and following their directions for your safety.



SEVERE WEATHER



- Seek shelter immediately when an announcement is made over the campus PA system.
- All classrooms at the college have posted floor plans indicating safe locations to seek shelter during severe weather.
- If you are unable to move to a designated safe area:
 - Seek interior hallways or rooms without windows.
 - If time allows, move to lower building levels.
 - Stairwells, bathrooms, interior rooms and basements (without windows) are also safer.
 - Move away from all windows.
- Wait until the storm passes and an "All Clear" message is issued through the PA system.



INDIVIDUALS ACTIVELY IN DISTRESS



When an individual exhibits disruptive, aggressive and/or threatening behavior:

- Call the Triton Police Department (Ext. 3206).
- Triton Police will contact the Counseling Department (Ext. 3588) and/or the nurse (Ext. 3051).
- Do not try to bring the individual to the nurse or counselor.
- Remain calm.

Refer to this QR code for more information.



WHAT SHOULD YOU DO NEXT?



- Review the Triton College Police and Campus Safety webpage.
- Always know where you are.
- Discuss with students and colleagues our emergency procedures.
- If you have questions, please email the Crisis Management Team at CMT@triton.edu.
- **Emergency Notification System.**
 - If you have changed your home or cellphone, contact HR at HR@triton.edu to ensure your information is accurate.



SUSPICIOUS PACKAGES



SEE SOMETHING SAY SOMETHING

- Call the Triton Police Department.
- If you received or discover a suspicious package or device:
 - **DO NOT TOUCH IT, OPEN IT, TAMPER WITH, OR MOVE IT!**
 - **Specifically follow all directions from the Triton College Police Department.**
 - Do not initiate.
 - Do not use two-way radios or cellphones within 500 feet of a suspicious package or device.
- Any Triton College student or employee receiving notification of a threat or the discovery of any suspected device shall immediately contact the Triton Police Department.
- If a threat is received by telephone, obtain the following information:
 - Exact location and description of the device.
 - Name of the caller and/or organization affiliation and their location.
 - Phone number of the telephone from which the call was received on.
 - Exact time the call came in.
 - Any other information as a description of the caller (speech, background, noises, exact language used, special identifying characteristics, sex, race, age, etc.).
 - If the threat is left on voicemail, save the voice message and immediately contact the TCPD.

Threat calls should not be discussed with any other personnel.



RAVE GUARDIAN APP PURPOSE, FUNCTION, AVAILABILITY



Free mobile download:

- Turns your smartphone into a personal safety device.
 - Instructions can be found under the Campus Safety and Crisis Plan online.
 - Register using your Triton email address.

More information about Campus Safety and the Crisis Plan can be found online.

