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.

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.

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.

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.

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.

Nothing contained within these guidelines should replace your common sense ability to adapt and react to an ever-changing situation and the specific threat presented. The elements of this situational awareness material are intended as suggested actions. Only follow these actions if safe to do so.

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