



OAKTON COLLEGE SAFETY CAPTAINS



Safety Captains are responsible for providing safety instruction and assistance to faculty, staff, students and visitors during campus emergencies.

During campus emergencies, Safety Captains are trained to understand, assess and initiate safety responses, including shelter in place and evacuation procedures. They instruct building residents on the proper procedures to follow in their assigned areas.

The primary responsibility of Safety Captains is to serve as the key point of contact campuses for safety instruction, to assist building occupants during building evacuations, and to help relay information to building occupants during campus emergencies.

Each Safety Captain will be issued a reflective safety vest. Upon activation, each Safety Captain should wear their reflective safety vest.

Oakton Safety Captains are **NOT**, however, expected to risk their personal safety by delaying their own evacuation from a building in order to perform rescue or structural firefighting activities for which they are neither properly trained, nor equipped.

FIRE & SEVERE WEATHER

- Fire & Weather - Take stairs to first floor
- Fire - Exit building/move far from the building and watch for emergency vehicles
- Severe Weather - Go to designated shelter
- **BEFORE AN EMERGENCY** - Find closest stairway, emergency exit, designated shelter
- **DO NOT** use elevators
- Safety Captains and Oakton Police will be the hallways providing directions and information

TORNADO & SEVERE WEATHER SHELTERING PROCEDURES

A tornado / severe weather warning is issued when a tornado or severe weather has been sighted in the area. Oakton Police will make an intercom announcement advising all persons to move to a designated shelter on the first floor and basement level of the building; Oakton Police and Safety Captains will be activated.

Designated shelters are identified by signs posted on the shelter doors. All restrooms and various other rooms on the first floor, and the basement, are the only authorized areas of sheltering.

FIRE EVACUATION PROCEDURES – SKOKIE CAMPUS

In the event of a fire, or if the fire alarm sounds, evacuation of the premises will occur immediately, and Oakton Police and Safety Captains will be activated.

All persons will be directed to leave the building out of the closest exit and assemble in the Mulford lot or Lincoln lot, as far away from the building as possible.

Employees should not leave the property, and faculty should instruct their students to remain on the grounds unless instructed to leave by Oakton Police personnel or emergency responders.

In the event an area is deemed unsafe, Oakton Police will establish an alternate site and then inform the Incident Management Team of the new location.

Safety Captains will direct all persons evacuating to the nearest exit. Safety Captains will also direct all persons to the nearest Evacuation Staging Area in the Mulford lot or Lincoln lot and away from the building.

Safety Captains are to ensure all persons are evacuating in a safe and calm manner.

Once the event is deemed over and safe to return, an ALL CLEAR will be given over the radio. Only then will people be allowed back into the school. Those people outside the school will be told verbally to return.

Safety Captains are not to physically remove any uncooperative person(S)s from the premises. Safety Captains will also note any disabled persons in their area that need evacuation by a trained first responder.

Safety Captains, if possible, should acquire a name, phone number and clothing description of the disabled person to be relayed to Oakton Police or other first responders.

FIRE EVACUATION PROCEDURES – DES PLAINES CAMPUS

In the event of a fire, or if the fire alarm sounds, evacuation of the premises will occur immediately, and Oakton Police and Safety Captains will be activated.

All persons will be directed to leave the building out of the closest exit and assemble in Lot "A", Lot "C" or Lot "D", as far away from the building as possible. Employees should not leave the property, and faculty should instruct their students to remain on the grounds unless instructed to leave by Police personnel or emergency responders.

Safety Captains will direct all persons to evacuate to the nearest safe exit in parking Lot "A", Lot "C" or Lot "D" and maintain a safe distance from the school. If Lot "B" is the only option to exit, have the crowd walk away from the school toward Lot "C".

Safety Captains are to ensure all persons are evacuated in a safe and calm manner.

Once the event is deemed over and safe to return, an **ALL CLEAR** will be given over the public address system. Only then will people be allowed back into the school. Those people outside the school will be told verbally to return.

Safety Captains are not to physically remove any uncooperative person/s from the premises.

Safety Captains will also note any disabled persons in their area of assignment that needs evacuation by a trained first responder.

Safety Captains are comprised of volunteer representatives from college

REMEMBER AT ALL TIMES, YOUR PERSONAL SAFETY IS OF PARAMOUNT IMPORTANCE. AT NO TIME SHOULD ANY OF THESE ACTIVITIES BE UNDERTAKEN, IF YOUR PERSONAL SAFETY WILL BE AT RISK.