



Disability & Access Center

2500 Carlyle Ave. • Belleville, IL 62221-5899
866-942-7942, ext. 5368 • 618-235-2700, ext. 5368
TDD 618-234-3347 • Fax 618-641-5004
swic.edu/disability
DisabilityandAccessCenter@swic.edu

DEAR STUDENT – In the event of a tornado warning or fire, the following are the emergency procedures at Southwestern Illinois College:

TORNADO WARNING: Alert tone followed by a voice message over the SWIC intercom system or other methods as necessary

Action To Be Taken: Go to a designated shelter area or as directed to an interior room or hallway. Kneel or get down as far as possible and protect your head and eyes with your arms. **DO NOT LEAVE THE BUILDING!** Stay away from the main corridors and windows.

All Clear: Alert tone followed by a voice message over the SWIC intercom system or other methods as necessary

FIRE ALARM: A continuous tone and flashing strobe lights in the Main Complex and the Liberal Arts Complex (Belleville Campus) and Sam Wolf Granite City Campus • A voice message with flashing strobe lights in the Information Sciences Building (Belleville Campus) and Red Bud Campus

Action To Be Taken: Evacuate quickly in an orderly fashion to the parking lot. Take personal belongings with you. Stay at least 300 feet from the building(s). Keep traffic lanes open for fire equipment. Follow instructions from emergency responders. Do not re-enter the building until directed to do so by Public Safety or emergency responders.

IF YOU MIGHT NEED ASSISTANCE DURING SUCH AN EMERGENCY AND NEED INFORMATION, you may contact the *Belleville Campus* Public Safety office, Room 1240 or phone 618-235-2700, ext. 5221; the *Sam Wolf Granite City Campus* Public Safety office, Room 363 or phone 618-931-0600, ext. 7372; the *Red Bud Campus* office of Instructional Administration, Room 175 or phone 618-282-6682, ext. 8144; or the *East St. Louis Community College Center*, Building A, Room 1007 or phone at 618-874-6595. If you are attending an off-campus extension center, contact the extension center coordinator to determine both the warning and evacuation procedures for your center. Should you need assistance in determining who your center coordinator is and/or how to contact your coordinator, call the office of Community Education on the Belleville Campus (618-235-2700, ext. 5540) for assistance.

Sincerely,

Handwritten signature of Kelly Atkins in cursive.

Kelly Atkins, Director
Disability & Access Center

Handwritten signature of Robert Luttrell in cursive.

Robert Luttrell, Director
Public Safety

Rev. 5/19