

## Remember

During an emergency:

- Evacuation is **mandatory** if ordered.
- Do not panic.
- Remain calm.
- Exit in an orderly and quiet manner.
- Do not use elevators.
- Go to your pre-determined staging area for a headcount.



## ILLINOIS SECRETARY OF STATE POLICE

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# Secretary of State Police

## EMERGENCY RESPONSE PROGRAM



Jesse White  
Illinois Secretary of State

The goal of an Emergency Response Program is to save lives, preserve property and resume service to the customers of the state of Illinois as soon as possible after an emergency event has been resolved. The following information accompanies the state of Illinois — State Capitol Complex Emergency Response Program. This information is updated frequently, and Capitol Complex employees and emergency response coordinators are encouraged to know the most recent trends in first aid and medical procedures, as well as fire suppression.

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## Fire Extinguisher Information

Fires are classified according to type and combustible materials involved. The Capitol Complex uses a multipurpose dry chemical fire extinguisher, which is suitable for fires that are combustible, liquid or electrical. This type of fire extinguisher has an effective range of about 1 to 15 feet.

Capitol Complex fire extinguishers are generally located on each floor of the building. They normally can be located in fire hose cabinets hallways and larger office areas.

Directions for using fire extinguishers are printed on each unit. Generally, the PASS method is used:

- P** — Pull the safety pin.
  - A** — Aim the nozzle at the base of the fire.
  - S** — Squeeze the trigger handle.
  - S** — Sweep slowly from side to side.
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## Fire Alarms and Pull Stations

Fire alarm pull stations are generally located near elevators, exits and stairwells. All Capitol Complex buildings have a fire alarm system that will alert with both an audible (siren, voice or horn) and visual (flashing strobe) signal when activated.

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## Evacuation Drills and Emergency Notification Systems

The Secretary of State — Capitol Police periodically conduct pre-planned evacuations of entire buildings. These may be announced or unannounced drills, and generally are conducted to evaluate and ensure efficient and safe exit from Capitol Complex buildings during an emergency event.

Several buildings on the Capitol Complex are equipped with an Emergency Notification System. This allows for voice announcements to be made in those buildings giving specific instructions during an emergency. This system is tested the first Tuesday of every month.

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## Medical Emergencies and First Aid

During a medical emergency, it is important that emergency responders be contacted as soon as possible. Initiating the emergency medical services system in a timely manner will allow for trained medical personnel to arrive quickly and provide needed care to the victim.

All Capitol Police and Security staff are trained in Cardiopulmonary Resuscitation (CPR) and first-aid techniques. In the event of a medical emergency, please contact the **Capitol Complex Communications Center at 217-782-6008**. CAPCOM staff will contact an ambulance and other personnel for you.

Automated External Defibrillators are located throughout the Capitol Complex for use during a cardiac emergency.

If you are interested in becoming certified in CPR, contact **CAPCOM at 217-782-6008** or your local chapter of the American Red Cross or American Heart Association.

