

# EMERGENCY PROCEDURES

## EMERGENCIES: call 9-1-1

NON-EMERGENCIES: call UNIVERSITY POLICE: ext. 6122 or 630-829-6122

### MEDICAL EMERGENCY



- Call 9-1-1
- Provide the building name location of incident, nature of illness or injury, number of victims and your name

### FIRE



- DO NOT use elevators, use stairs
- Leave the area, pull fire alarm and close the door
- Evacuate the area and proceed to assembly area

### SEVERE WEATHER



- Seek shelter immediately
- Move to lowest level in building
- Move to interior area of building
- Stay away from windows

### SUSPICIOUS PERSON



- Immediately report suspicious person or behavior by calling 9-1-1
- When time allows then call University Police at X6122 or 630-829-6122

### SUSPICIOUS PACKAGE



- From a land line, call 9-1-1
- DO NOT use cellphones, radios or electronic devices
- DO NOT handle suspicious package or other items
- When time allows then call University Police at X6122 or 630-829-6122

### UTILITY FAILURE



- In the event of a utility failure, immediately notify Facility Operations at ext. 6420 or 630-829-6420.
- For emergencies after hours, call University Police ext. 6122 or 630-829-6122

### SEXUAL MISCONDUCT



- Call 9-1-1
- Call the Title IX Coordinator, Dr. Tammy Sarver ext. 6473 or 630-829-6473

### HAZARDOUS MATERIAL



- DO NOT attempt to clean spill
- Evacuate the area and proceed to assembly area
- Call University Police ext. 6122 or 630-829-6122

### ACTIVE SHOOTER

If you see or know that a person has a firearm on campus, call 9-1-1 immediately



- RUN** – If there is an accessible escape path, try to evacuate the area
- HIDE** – If evacuation is not possible, find a place to hid where the shooter is less likely to find you
- FIGHT** – As a last resort, and only when your life is in danger, attempt to disrupt and/or incapacitate the active shooter