

EMERGENCY PROCEDURES

EMERGENCIES: call 911

NON-EMERGENCIES: call CAMPUS SAFETY: ext. 6122 or 630-829-6122

MEDICAL EMERGENCY

- Call 911
- Provide the building name, location of incident, nature of illness or injury, number of victims and your name

FIRE

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

SEVERE WEATHER/TORNADO WARNING

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

SUSPICIOUS PERSON

- Immediately report suspicious person or behavior by calling 911
- When time allows then call Campus Safety at ext. 6122 or 630-829-6122

SUSPICIOUS PACKAGE

- From a land line, call 911
- DO NOT use cell phones, radios, or electronic devices
- DO NOT handle suspicious package or other items
- When time allows then call Campus Safety at ext. 6122 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 Campus Safety at ext. 6122 or 630-829-6122

SEXUAL MISCONDUCT/TITLE IX

- Call 911
- Call the Title IX Coordinator, Dr. Elaine Davies at ext. 6495 or 630-829-6495

HAZARDOUS MATERIAL

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

ACTIVE SHOOTER

If you see or know that a person has a firearm on campus, call 911 immediately

- RUN – if there is an accessible escape path try to evacuate the area
- HIDE – if evacuation is not possible find a place to hide 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

HAZING

If you or someone you know is a victim of a hazing incident, you have reporting options:

- Contact Campus Safety at ext. 6122 or 630-829-6122
- Contact local law enforcement and file a report
- Complete the [Hazing Reporting Form](#)

