Benedictine University®

Moser Center
Emergency Response and Recovery Plan
2011 - 2012

MISSION STATEMENT

Benedictine University is committed to the safety of all faculty, staff, students and visitors to our Lisle, Naperville, Bellwood, Springfield and Rockford campuses. The Emergency Response and Recovery Team (ERRT) has developed the Emergency Response and Recovery Plan with the sole purpose of preparing the University community for the event of an emergency or a disaster. Adherence to these guidelines by the University community will result in the saving of lives, the reduction of additional injury and property damage, the ability to meet human needs, the restoration of essential operations and priority services, and the capability of the University to communicate in a timely manner in the event of an emergency or disaster.

MISSION STATEMENT

DEFINITION OF EMERGENCY AND DISASTER

Emergency
As formally defined, an emergency is "a situation that requires immediate response by the jurisdiction's first response departments/agencies to save lives, protect property and public health, or to lessen or avert the threat of a disaster." An emergency can best be described as any unplanned event that can cause deaths or significant injuries to employees, customers or the public, or that can shut down a business, disrupt operations, cause physical environmental damage or threaten a facility's financial standing or public image.

Disaster
A disaster is defined by Illinois law as "an occurrence or threat of widespread or severe damage, injury, loss of life or property, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, or hostile military or paramilitary action."

DEFINITION OF EMERGENCY AND DISASTER

INTRODUCTION

This plan contains guidelines developed by the Emergency Response and Recovery Team (ERRT) for the following emergencies and/or disasters: evacuation, tornado, fire, bomb threat, workplace violence, severe weather (cold, heat, snow and flooding), utility failure, hazardous material accident, lightning, suicide attempts, threats or gestures, and the use of first aid and an automated external defibrillator (AED).

There is always a chance that an emergency and/or disaster could occur at the Moser Center. The following guidelines ensure that staff, faculty and students know how to react during critical moments where the above listed instances are concerned. Please review them carefully and be prepared should anything ever happen.

ERRT members include:

- Associate Dean for Student Development
- Associate Vice President of Student Life
- Associate Provost
- Chief of Police
- Director of Campus Services
- Chief of Information Technology
- Emergency Preparedness Manager
- Director of Personnel Resources
- Director of Sports Complex Operations
- Director of Student Health Services
- Executive Director of Marketing and Communications
- Human Resource Information Systems Manager
- Registrar's Office Representative

INTRODUCTION

GENERAL GUIDELINES

Emergency situations call for prompt action and common sense. Where possible:

- Call 911.
- Notify the University Police at ext. 6666.
- The University Police Department will notify the proper authorities and the Chief of University Police.
- The Chief of University Police will follow the Emergency Call Out Procedure.

In the event of fire or life-threatening conditions, employees are expected to report their need for help to the appropriate agencies through 911 and then promptly notify the appropriate University officials.

GENERAL GUIDELINES

RESPONSIBILITIES

Supervisors
Supervisors have the following general responsibilities for their employees and activities prior to and during any crisis:

1. Supervisors should encourage and allow all employees under their direction to attend training sessions on emergency procedures.

2. Supervisors must inform all employees under their direction of the crisis situation.

3. If the Moser Center must be evacuated, personnel should leave in an orderly fashion and report to the designated assembly area outside the building where a head count can be taken by supervisors or designated persons. Unless directed differently, personnel should proceed to the designated area as listed under the "Preliminary Designated Assembly Area" located in the Evacuation section of this plan.

4. Staff should not exit the Moser Center grounds without notifying the most senior staff member or person in charge.

5. Supervisors should ensure that all employees carry their University-issued BenCard at all times while in the building.

Faculty, Staff and Students
Faculty and staff have special responsibilities with regard to their students:

1. Faculty, staff and students should be familiar with the Moser Center and its evacuation routes.

2. In an emergency situation, faculty and staff should instruct all students to calmly and respectfully comply with emergency procedures. If the Moser Center must be evacuated, students should be instructed to report to the designated assembly area as listed in the "Preliminary Designated Assembly Area" located in the Evacuation section of this plan. While in this area, a head count will be taken.

RESPONSIBILITIES

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). An AED is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Volunteer Responder

Anyone can, at their discretion, provide voluntary assistance to victims of sudden cardiac arrest. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to an emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR and/or AED use. Follow the AED prompts.

AED Pads
The AED is equipped with one set of pads for persons age 8 and older already hooked up to the AED.

Location of AED
The AED is located on the northwest wall of the Cyber Cafe.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

SUICIDE WARNING SIGNS, ATTEMPTS, THREATS OR GESTURES

Any individual experiencing mental or emotional instability or distress is encouraged to obtain professional assistance from Student Health Services. The purpose of the following procedure is to ensure appropriate medical and psychological response to suicide attempts, threats or gestures by members of the University community. A suicide attempt, threat or gesture is defined as any situation in which a person performs a life-threatening behavior with the intent of jeopardizing his/her life or to give the appearance of such intent.

Benedictine University is committed to assisting students in need. The Early Alert Team (EAT) further supports Benedictine students outside of the student's immediate peer network. The goals of this team are to identify students who may have academic, social or personal troubles and to direct students to the necessary assistance they may need during their troubles. The intent is to head off any potential violence or disruptive behavior that could occur because of something going on in the student's life. Students, staff and faculty can go to **http://www.ben.edu/campus_resources/early-alert-team.cfm** to download the Early Alert Referral Form. This form should be forwarded to the Associate Vice President of Student Life.

EAT members include:

- Associate Vice President of Student Life
- Director of University Ministry
- Director of Student Health Services
- Associate Dean of the Student Success Center
- Associate Vice President of Enrollment
- Emergency Preparedness Manager
- Chief of Police

Please contact the Early Alert Team (EAT) for students and a supervisor for staff if you notice any of the following warning signs:

DEPRESSION **SUICIDE PLAN** **GIVING POSSESSIONS AWAY**

SUICIDE ATTEMPTS, THREATS OR GESTURES — page 1 of 2

Procedure

When a faculty or staff member becomes aware of a suicide attempt, threat or gesture by an individual, the following procedure should be implemented:

- Ask the person directly, “Are you so upset that you are thinking of suicide?” or “Are you thinking about hurting yourself or others?” If the answer is “Yes,” continue with the emergency procedures below.

- Contact the University Police at ext. 6666 who will contact 911. If time permits, contact Student Health Services at ext. 6047 and the Associate Vice President of Student Life at ext. 6006 concerning a student, or the Director of Personnel Resources concerning an employee at ext. 6018.

- Stay calm and talk reassuringly with the person until help arrives. A suicidal person who reaches out to someone is often making a final effort to get help. A suicidal individual will welcome a direct, protective gesture such as stating, “Let’s talk about what’s troubling you.”

- When the University Police arrive, they will take charge of the situation and wait with the individual until the Naperville emergency response team arrives.

- The individual will be transported to Linden Oaks in Naperville or another facility for a psychiatric evaluation/observation.

Notification to a student’s parents/guardian by the University’s attending physician may occur when deemed necessary.

HAZARDOUS MATERIAL ACCIDENTS (CHEMICAL SPILL/RELEASES)

Hazardous materials are those chemicals or substances listed by the Illinois EPA as being subject to special inventory, storage and disposal requirements. In general, any material that is flammable, corrosive, reactive, combustible, explosive, a health hazard and/or toxic is hazardous. If you are uncertain about a substance, consider it hazardous.

A hazardous material accident is defined as requiring more than the person who caused the spill to clean or wipe it up immediately. If, in the judgment of the chemical stockroom manager, scientific materials manager, biology lab supervisor and/or faculty member responsible for such materials, the spill presents any danger to themselves or the other building occupants, the following steps should be taken:

- Evacuate the area where the spill occurred.
- Notify University Police at ext. 6666.
- Appropriately trained personnel should confine or stop the spill using appropriate absorbent materials on hand, avoiding contact with skin, eyes and clothing and/or by shutting the doors of the room.
- Do not walk through or stand in any spill areas.
- In the event that a building is evacuated, proceed to the designated assembly area. Stay in designated area until a head count can be taken and/or an “All Clear” is given to re-enter the building.
- In the event of a major spill, a vendor specializing in chemical spill emergency responses will be contacted by the Emergency Preparedness Manager.

If you are caught outdoors during a hazardous materials incident, the following steps should be taken:

- Stay upstream, uphill and upwind of the spill.
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.
- If in a motor vehicle, stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

If it is safer to stay indoors, the following steps should be taken:

- Close and lock all exterior doors and windows. Close vents and as many interior doors as possible.
- Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.
- Go into a room that is above ground and has the fewest openings to the outside.
- Seal the room by covering each window, door and vent using plastic sheeting and duct tape.
- Use material to fill cracks and holes in the room, such as around pipes.
- It is not recommended to stay in the sealed room for more that two-to-three hours because the effectiveness of the shelter diminishes with time.
- Be aware of carbon dioxide build-up if there are too many people in the sealed room.

After the hazardous materials incident has ended, follow the guidelines for re-entering locations previously contaminated:

- Return back to the building only when authorities say it is safe. Open windows and vents and turn on fans to provide ventilation.

- Report any lingering vapors or other hazards to 911.

BOMB THREAT

1. If you observe a suspicious object or potential bomb at the Moser Center, DO NOT TOUCH THE OBJECT.
   - Clear the area.
   - Immediately call 911 on a land line. Cell phones and radios may trigger detonation of the bomb. Then call the University Police at ext. 6666 when appropriate.

2. If you receive a telephone call of a bomb threat, ask the caller the following questions in this order (see next page for form):
   a. Where is the bomb? Exactly?
   b. What does it look like?
   c. When is it going to explode?
   d. What will make it explode?
   e. How do you deactivate it?
   f. Why was it put there?

3. Keep talking to the caller as long as possible and record the following using a sheet of paper:
   a. Date and time call received
   b. Telephone number on which threat was received
   c. Your name
   d. Approximate age and gender of caller
   e. Tone of voice
   f. Accent or impediment
   g. Background noises
   h. Is voice familiar? If so, who did it sound like?
   i. Remarks

If there is someone else in the area with you, have her/him call 911 while you keep the caller on the line. Do not touch the suspected object. Do not open drawers, cabinets or turn lights or computers on or off. Then call the University Police at ext. 6666 when appropriate.

Evacuate the Moser Center immediately when the building evacuation alert is given. Assist those needing assistance in evacuating the building. Report to the designated evacuation area so that an accurate head count may be taken. Be prepared to move to another location if this area is deemed to be too close to the building.

BOMB THREAT PHONE REPORT

Date and time called received: _____

Telephone number on which threat was received: _____

Your name: _____

Exact words of caller: _____

_____

ASK THESE QUESTIONS — IN THIS ORDER

Where is the bomb? Exactly? _____

What does it look like? _____

When is it going to explode? _____

What will make it explode? _____

How do you deactivate it? _____

Why was it put there? _____

DESCRIPTION OF CALLER'S VOICE

Male _____ Female _____ Young _____ Middle-age _____ Old _____

Tone of voice _____

Accent or impediment _____

Background noises _____

Is voice familiar? If so, who did it sound like? _____

Remarks _____

FIRE

Should you discover a fire, remember **RACE**:

- **R** emove anyone from immediate danger.
- **A** ctivate the fire alarm system by pulling the nearest fire alarm pull station, then call 911 and then the University Police at ext. 6666.
- **C** ontain the fire by closing doors.
- **E** vacuate the building.

The Moser Center is equipped with fire alarm systems which activate at certain temperature levels or smoke conditions, however many small fires will require a fire alarm pull station to be manually activated.

Should you be in the Moser Center when an alarm is activated:

- Evacuate IMMEDIATELY in a calm, orderly manner closing all office and classroom doors.

- Assist those with disabilities in exiting the building and ensure, to the extent possible, that other occupants know to evacuate.

- After evacuating the Moser Center, proceed to the preliminary designated assembly area. Supervisors and faculty will take a head count at the evacuation area and notify the Naperville Fire Department if anyone is unaccounted for. Be prepared to move to another location if this area is deemed to be too close to the building. Help keep roads, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

- If you become trapped in the Moser Center during a fire, stay near the floor where the air will be less toxic. Shout for help at regular intervals to alert emergency rescue crews of your location. Remain calm and do not panic.

A person's first action should be to evacuate the building. If a fire is small and appears controllable, use a nearby fire extinguisher to combat the fire. Remember **PASS**:

- **P** ull the pin from the fire extinguisher.
- **A** im the fire extinguisher at the base of the fire.
- **S** queeze the handles together.
- **S** weep the spray from side to side across the base of the flames.

If the fire is not put out by the first fire extinguisher used, EVACUATE the building. DO NOT attempt to use a second fire extinguisher.

FIRE

SEVERE WEATHER (COLD, HEAT, SNOW, FLOODING)

If it becomes necessary to close the University due to severe weather conditions, the following procedures will be initiated:

- Campus Services or the University Police will notify the Executive Vice President.
- The Executive Vice President will communicate the situation to the President.
- When the decision to close the University is reached, the Benedictine University ERRT Notification Phone Tree will go into effect.
- A decision to cancel morning classes only or all morning/afternoon/evening classes will be made by 6:00 a.m. All cancellations apply to Benedictine University's Lisle campus, the Moser Center in Naperville, the Bellwood Learning Center and all off-site locations. This does not include classes at Benedictine University at Springfield.
- A decision to have a delayed opening will be made by 6:00 a.m. All delayed openings apply to Benedictine University's Lisle campus, the Moser Center in Naperville, the Bellwood Learning Center and all off-site locations. This does not include classes at Benedictine University at Springfield.
- A decision to cancel afternoon classes only or afternoon/evening classes will be made by 10:00 a.m. This applies to classes beginning at 12:15 p.m. or later. All cancellations apply to Benedictine University's Lisle campus, the Moser Center in Naperville, the Bellwood Learning Center and all off-site locations. This does not include classes at Benedictine University at Springfield.
- A decision to cancel evening classes only will be made by 2:00 p.m. This applies to classes beginning at 6:00 p.m. or later at Benedictine University's Lisle campus and all learning team classes beginning at 4:00 p.m. or later at all off-site locations, including the Moser Center in Naperville and the Bellwood Learning Center. This does not include classes at Benedictine University at Springfield.
- Three individuals have codes required to publicize closings on radio/TV: the President, the Executive Vice President and the Executive Director of Marketing and Communications.

For school closing announcements:

- Listen to radio stations WBBM-AM 780 or WGN-AM 720.
- Call the Benedictine University Emergency Information Line at (630) 829-6622.
- Watch CBS Channel 2 Chicago, NBC Channel 5 Chicago, ABC Channel 7 Chicago, WGN Channel 9, Fox TV Channel 32 and CLTV news.
- Go online to www.emergencyclosings.com, www.cancellations.com or www.ben.edu/emergencyinformation.

SEVERE WEATHER

RELEASE OF INFORMATION

Fires, floods, explosions, accidents and deaths will attract media and community attention to the University. Any attempt to cover up events will only make matters worse and begin a rumor mill. The public is entitled to know bad news, particularly if they have been alerted to the situation. If the press becomes involved, they have free access to hospitals, police and fire departments — even University employees.

External Crisis Communications.
When there is a crisis, the Executive Director of Marketing and Communications is the person solely responsible for dealing with the media and will speak on behalf of the University. The Office of Marketing and Communications is responsible for dealing with all other external audiences.

The Executive Director of Marketing and Communications should be alerted immediately to any press inquiries.
When confronted by the media:

- Do not volunteer any information.
- Decline any requests for an interview, unless approved by the Executive Director of Marketing and Communications.
- Refer any questions to Marketing and Communications at ext. 6090.

The Office of Marketing and Communications has an active relationship with members of the Chicago area media and can screen all calls to determine what information the reporter needs. If necessary, they may call a press conference to present the facts in more detail.

Internal Crisis Communications.
The official spokesperson for the internal community is the President of the University. Should a crisis situation arise, the President will issue a statement discussing the circumstances in detail and the action the University will pursue. In addition, other administrative officers may also address special communications to appropriate members of the Benedictine community at the request of the President.

RELEASE OF INFORMATION

FIRST AID

Basic first aid should be self-administered when feasible.

Medical Emergency

In case of a serious injury, contact 911 immediately. Then contact the University Police at ext. 6666. When warranted, only trained personnel should assist with the victim until help arrives.

First Aid/Bodily Fluid Kits

Location	First Aid Kit	Bodily Fluid Kit	Hours
Moser Center Room 130 (Pantry)	x	x	7:30 a.m.-11:00 p.m.

Handling of Bodily Fluids

Bodily fluid accidents can occur at any time. To protect yourself and others from the possibility of exposure to contaminated fluids (blood, vomitus, etc.):

- When warranted, only trained personnel should handle first aid situations.
- If a person voluntarily assists (as a good Samaritan):
  - WEAR DISPOSABLE LATEX or NITRILE (for those allergic to latex) GLOVES.
  - CONTACT BUILDING MAINTENANCE.
- When feasible, the injured should self-administer first aid.
- Assist by locating the first aid and/or bodily fluid kit (see location above).
- For fluid spills, contact building maintenance. Do not attempt to clean up bodily fluids.
- If a red biohazard bag is used, make sure waste is taken to the appropriate disposal area located in Student Health Services at the Lisle campus.
- Return the first aid and/or bodily fluid kit to its location.
- WASH HANDS THOROUGHLY WITH SOAP AND WARM WATER.

FIRST AID

EMERGENCY ALERTS AND INFORMATION NOTIFICATIONS

Emergency Alerts and Notifications are not the same.

Emergency Alerts inform you ideally within five minutes of a situation that is currently occurring and provide brief, basic direction on what action to take.

Emergency Information Notifications provide you with more detailed information about an upcoming situation or a situation that has just occurred and what action to take, if any, and are not as time-sensitive as Emergency Alerts.

Many of our communication vehicles can and will be used to provide both alerts and notifications, as is appropriate per emergency situation. It is important to listen to and follow all directions provided and wait for the "All Clear" notification before resuming normal activities.

The following are means by which the Moser Center community may be alerted and/or notified of an emergency, keeping in mind that no one communication vehicle will reach everyone. It is also possible that some alert and notification systems may not survive and/or withstand the effects of an emergency situation.

The ERRT members or designees will alert and/or notify the campus population and the general public of major emergencies through a combination of the following University-wide alert and notification systems when the emergency situation permits and is appropriate:

1. Fire alarms in all campus buildings are automatically activated in the event of a fire or can be activated by a pull station.

2. BenAlert emergency notification system.

3. Broadcast email with the "Importance: High" option (message will appear with a red exclamation point in each user's inbox) and emergency situation details to #All Adjunct Faculty; #All Main Campus Faculty; #All Main Campus Staff; #All Main Campus Student.

4. Broadcast voicemail with emergency situation details with the "Urgent Deliver" option to all users who have a voicemail account – this includes all faculty and staff with an assigned private telephone number and all main office phones. The urgent message is the first one played back when listening to voicemail messages. However, there is no visible or audible signal that differentiates an "urgent" from a regular voicemail until a user logs into their voicemail box. Please note that voicemail broadcasts require more time to distribute. The last user may not receive a message for 10-20 minutes after initializing the process.

5. Benedictine University website Special Announcement (www.ben.edu) and Emergency Information Web page (http://www.ben.edu/campus_resources/emergencyinfo/index.cfm) with emergency situation details posted.

6. Emergency Information Line at (630) 829-6622 with emergency situation details recorded.

7. The Switchboard operators are provided with, and the switchboard message recorded with, the emergency situation details.

8. The University's Emergency Notification Phone Tree. Each University office is responsible for creating and maintaining a phone tree to ensure effective communication of emergency situation details.

9. The President may issue an email to the internal community and a letter to current and prospective Benedictine parents, alumni and friends of the University.

10. ERRT members and their designees may provide verbal notification by walking around to communicate emergency situation details.

11. The Executive Director of Marketing and Communications or designee will update the Emergency Closing Center (ECC) (which is then automatically broadcast to all Chicago area radio and TV stations, the ECC website and e-mail notification system for those who have signed up to receive this information from the ECC at http://www.emergencyclosings.com/complete.html).

11. Cancellations.com, similar to the ECC (above).

12. The Office of Marketing and Communications and/or Student Life will post updates to Facebook and Twitter.

The above may be updated hourly/daily as needed as details develop. Details may include general information; warning/awareness; status of classes/campus/buildings; and specific to health-related incidents, signs/symptoms/protection/prevention, suspected/confirmed cases, isolation/quarantine, etc.

UTILITY FAILURE

Examples of utility failure that may occur are electrical failure, plumbing failure/flooding, serious natural gas leak, steam line break, ventilation problems and elevator failure.

In the event of a utility failure, immediately notify the Building Mantainence. For emergency needs after hours, call the Director of Operations at (630) 878-1799 or University Police at ext. 6666.

If there is potential danger to building occupants:

- Call 911, then notify the University Police at ext. 6666 when appropriate.
- In a situation where the Moser Center needs to be evacuated, please proceed to the designated assembly area. Stay in the designated area until an "All Clear" has been given to re-enter the building. Be prepared to move to another location if this area is deemed to be too close to the building. See "Evacuation" section for further instruction.
- Do not return to the Moser Center unless told to do so by the Naperville Police or their designee.
- Assist the disabled as needed.

If it becomes necessary to close the Moser Center due to a utility failure, please see the procedures listed in the "Severe Weather" section of this plan.

UTILITY FAILURE

LIGHTNING

Purpose

Benedictine University has implemented a lightning policy to ensure the safety of campus community members from the possibility of lightning strikes. No one should remain outside during a thunder or lightning storm. This policy applies to all outdoor activities.

TORNADO

Tornado Watch

Tornado watches are announced by the National Weather Service when weather conditions are developing that could produce a tornado in the DuPage County area. The University Police will monitor the National Weather Service announcements. Be prepared to move to a place of safety if the tornado watch should be upgraded to a tornado warning.

Tornado Warnings

Tornado warnings are announced by the National Weather Service and/or by the Civil Preparedness sirens that sound when a tornado has actually been sighted in the DuPage County area. ALL persons should seek immediate shelter from the approaching tornado. It is very important to listen for this siren when weather conditions are favorable for a tornado.

Everyone should leave rooms that have windows or move away from objects that could harm them if these objects were to fall. Leave an office and/or classroom if one or more of the walls is an existing outside wall. Once in a safe place, sit down on the floor and protect your head from flying objects by placing your arms over your head. Where feasible, seek shelter underneath a sturdy piece of furniture.

In the event of an official tornado warning, all individuals are encouraged to proceed to the Moser Center designated areas:

- The bathrooms located in the Cyber Cafe and by Room 132 (Conference room).
- Center corridor outside of rooms 101, 102, 103 and 104.

Stay in these designated areas until the “All Clear” signal has been given by the Naperville emergency team or by a designated person. (See building map at the end of this plan for locations.)

Things to Remember

- Do not leave the Moser Center unless otherwise instructed.
- Seek shelter immediately.
- Stay clear of large, open areas and outside walls.
- Stay clear of windows.
- Stay calm and protect yourself from any flying objects.
- If there is no time to go to the designated areas, select the safest and most structurally sound parts of the building.

EVACUATION

Staff should not exit the Moser Center grounds without notifying the most senior staff member or person in charge. Staff must let their supervisor know how they can be reached if they leave the assembly area. Supervisors are responsible for assisting the ERRT in accordance with their duties. Supervisors should not exit the Moser Center grounds without authorization from the proper University authorities.

1. Evacuate the Moser Center when the building's alarm system sounds or when instructed to do so by the Naperville Fire Department, University Police or the appropriate personnel.

2. Aid those needing assistance.

3. Use the nearest exit. Once outside, proceed to the preliminary designated assembly area. Stay in the designated area until a head count can be taken by your supervisor, faculty member or other designee.

4. If the need arises that staff, faculty, students and visitors must be evacuated to an area other than the preliminary designated area, be prepared. Appropriate personnel will announce the move to a new area. Stay in the new designated area until all personnel, students and visitors can be accounted for.

5. Do not re-enter the Moser Center unless told to do so by the Naperville Fire Department, University Police or their designee.

Evacuation of the Mobility Impaired

Ambluatory Individuals
Ambulatory individuals are those with disabilities that might impair rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance to ambulatory individuals can be provided by guiding them to a stairwell, waiting until a clear passage is established and helping them down or up the stairs to a designated meeting area.

Non-Ambluatory Individuals
Non-ambulatory individuals are those with disabilities that require the use of wheelchairs. To assist those individuals, proceed as follows:

1. Call 911. Provide as much information as possible. Most importantly, provide the individual's location.

2. If the hazard becomes life-threatening, move the individual into a room and close the door. If evacuation is deemed necessary, attempt to gain volunteer assistance and proceed to evacuate by way of the established route. Inform the Naperville Police of the individuals's new location.

Preliminary Designated Assembly Area

Northwest corner of parking lot
(see building map at the end of this plan)

WORKPLACE/CLASSROOM VIOLENCE

A threat of violence MAY include, but is not limited to, a person on or near campus with a weapon, the lockdown of nearby facilities or a significant law enforcement action in the neighborhood adjacent to the University.

Violence in the workplace/classroom can have many sources. It may be a current or former disgruntled employee or student. It may be an angry customer, spouse or relative of an employee or student. The violence could be a random act such as robbery or a hate crime to the discipline or firing of an employee or an academic dispute between an instructor and student.

The following guidelines are designed to reduce the likelihood of workplace/classroom violence and provide information for all employees to use as methods of prevention and intervention of violence.

- If possible, call 911 from campus or cell phones when there is an imminent threat to life. When appropriate students, staff and faculty should report threatening activities to the University Police by dialing ext. 6666.
- Notify those around you.
- Try to flee or hide if not directly confronted.
- If confronted, remain calm, speak calmly and clearly and attempt to establish personal rapport with the offender.
- Do not challenge, bargain or make promises you cannot keep with the person.
- Let the person have his or her say.
- Listen attentively.
- If it can be done safely, clear the area of other personnel and students.
- Take shelter in place if you are unable to evacuate the building safely.
- Do not sound the fire alarm to evacuate the building. Persons may be placed in harm's way when they are attempting to evacuate the building.

While violent crime is rare on college and university campuses, recent local and national events have brought into focus the need to prepare for violent situations. No single plan can assure ultimate safety, or address every eventuality. The University may support criminal prosecution for any act of physical violence against a University employee or student while on campus.

CALL FOR A LOCKDOWN

A "LOCKDOWN" is when campus community members are directed to remain where they are, to lock the door(s) to the space they are in if possible, to close windows and blinds, to turn off lights and to remain quiet. The intent is to create as many physical layers of separation between you and a potential aggressor until the "all clear" is given.

A "LOCKDOWN" will be used in an attempt to minimize the risk of violence and to increase the safety of students, staff, faculty and guests by restricting access and visibility to community members by a threatening person or by an event internal or external to the university. Lockdown procedures will only be invoked in situations that constitute life-threatening events and where a facility evacuation could be fatal.

PROCEDURE

If you hear the direction to "LOCKDOWN" over the public address system, classroom phones, an administrator announces the lock-down
in person or by any other means of communication, you are to follow the procedures below.

What to do if caught inside a building where the intruder is located:

1. Students, staff and faculty must report threatening activities to the University Police by dialing ext. 6666.

2. The University Police officer on duty will determine when to initiate a lockdown of one or more campus buildings when there is a clear and imminent threat.

3. Also call 911 from campus or cell phones when there is an imminent threat to life.

4. Notify those around you.

5. Move to a location within the building that has a lockable door and lock it; use a door wedge to secure door from inside; or stack furniture in front of the door.

6. Get out of the intruder's line of sight. Move away from windows, doors and outer walls.

7. Crouch down and hide behind furniture.

8. Turn off all lights and close window blinds.

9. Be quiet and do not draw attention to yourself. Do not talk; turn off cell phones or turn to vibrate; turn down the ringer volume on any desk phones in the area.

10. Do not exit the building when a fire alarm sounds unless you have reason to believe that there actually is a fire in the building or you have been advised by University Police or other recognized first responder to evacuate.

11. Be ready to move if current location is deemed to be too dangerous. Always be on the lookout for possible escape routes.

12. University Police or a recognized first responder will notify occupants when it is safe to resume normal activities.

13. Any person who knowingly initiates a false report that results in a lockdown response of campus will be referred for disciplinary action to the appropriate authority.

What to do if outside or exposed to immediate threat (If you are outside or in an exposed area during an immediate threat, you must decide the best course of action for your own safety.):

1. **Hide –** Go inside the nearest building. If you cannot safely get inside a building, use bushes, trees, walls and benches for cover.

2. **Run –** If you think you can safely make it out of the area, then do so. If you decide to run, do not run in a straight line. Run in a zigzag fashion and try to keep objects, such as trees, garbage cans, buildings and cars, between you and the hostile person.

3. **Play Dead –** If the intruder is causing death or physical injury to others and you are unable to run or hide, you may choose to assume a prone position and lie as still as possible.

4. **Fight –** Your last option, if caught in the open and in close proximity to the intruder, is to fight back. This is dangerous and not recommended.

What to expect from police, during and after a violent situation occurs:

1. Police officers' top priority is to stop the violence as quickly as possible.

2. The officers responding to the call may not be wearing the traditional uniform but will be wearing exterior bulletproof vests, helmets and be armed with semi-automatic rifles.

3. They will be giving loud, forceful and direct instructions.

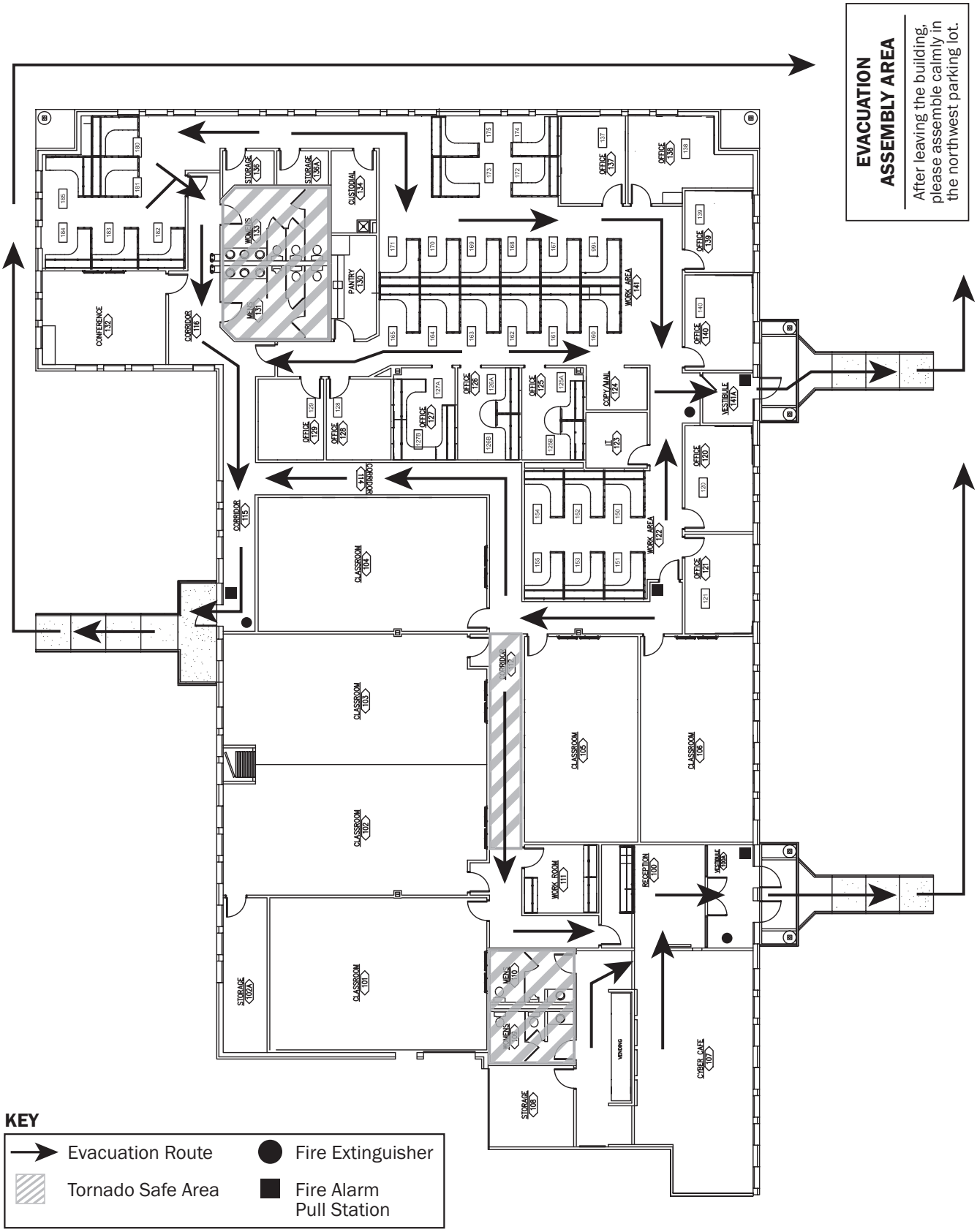
4. Follow their commands.

5. The first police entry team will not stop to render aid to those injured.

6. The secondary entry team will assist and remove victims.

7. You may be searched and directed to run from the area with your hands above your head. These procedures are meant to increase police officer safety, until the event is resolved.

8. You may be handcuffed temporarily until the officer has cleared you.



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