MISSION STATEMENT

Benedictine University is committed to the safety of all faculty, staff, students and visitors to our main campus in Lisle, Ill., our Illinois off-campus sites in Naperville and Bellwood, and our branch campuses in Springfield, Ill., and Mesa, Ariz. The Emergency Response and Recovery Team (ERRT) has developed the Emergency Response and Recovery Plan with the sole purpose of preparing the University community in 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.
Have alerts and notifications sent directly to your cellphone, email and home phone by going to ben.edu/BenAlert to confirm or update your information. You can add unlimited phone numbers and email addresses for additional contacts, or opt out of this service.*

Tune into one of the stations below:
- WGN Radio 720 AM
- WBBM Newsradio 780 AM
- CBS 2 Chicago
- NBC 5 Chicago
- ABC 7 Chicago
- WGN Channel 9
- Fox 32 News
- CLTV News

Visit the BenU website at ben.edu.
Call the BenU Emergency Information Line at (630) 829-6622.
Go online to emergencyclosings.com or cancellations.com to search by facility name, state or ZIP code.

*University policy requires at least one contact phone number be in the system for each student, faculty and staff member.
SEIZURE DISORDER

Definitions:

• **Seizure** — sudden, abnormal, uncontrolled electrical discharges from nerve cells resulting in an appearance of uncontrolled muscular contractions.

• **Grand Mal** — tonic muscle contractions, mouth frothing, incontinence and stupor.

• **Petite Mal** — sudden, brief loss of awareness.

• **Focal** — spasm of one extremity leading to adjacent areas.

• **Temporal Lobe** — sudden inappropriate behavior such as becoming violent or angry, laughing for no reason, making agitated or bizarre body movements including odd chewing movements, etc.

IN CASE OF SEIZURE:

1. Call 911 immediately.
2. Loosen clothing.
3. Lay person flat.
4. Protect from injury.

**5. DO NOT ATTEMPT TO PUT ANYTHING IN PERSON’S MOUTH.**

**6. DO NOT RESTRAIN MOVEMENT.**
UTILITY FAILURE

If there is potential danger to building occupants:

• Notify the University Police at (630) 829-6666.

• In a situation where a building needs to be evacuated, please proceed to the building’s Evacuation 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 and Map” section for further instructions.

• Do not return to an evacuated building unless told to do so by the University Police or their designee.

• Do not use elevators.

• Assist the disabled as needed.

If it becomes necessary to close a building or the University due to a utility failure, please see the procedures listed in the “Severe Weather” section of this plan.
Benedictine University maintains a proactive position in providing an ethical and safe environment for all individuals who step onto campus. In compliance with governmental regulations, the University has established procedures that provide guidelines in assessing certain behaviors that may affect those involved with the University that may merit explanation, investigation or action.

The mission and purpose of the Early Alert Team (EAT) is to ensure appropriate medical and/or psychological care is provided as a response to behavior that could pose a threat to self and/or others or that could disrupt the daily operations of the University. Behaviors can range from distress, engaging in harmful or disruptive behaviors, or individuals identified as at risk for personal, academic, social or financial difficulty.

The EAT serves as a point of referral for all individuals who are concerned about the physical, emotional, academic or financial health of another individual. The EAT can assess the situation, offer support and provide information regarding appropriate resources on and off campus. The EAT provides ongoing policy and procedure recommendations. When deemed necessary, the University’s attending physician or administrator may notify a student’s parents or guardian about their student’s behavioral issues.
IF THERE IS AN IMMINENT THREAT TO AN INDIVIDUAL OR OTHERS CALL 911. ONCE IT IS SAFE, CONTACT UNIVERSITY POLICE AT (630) 829-6666. STAY CALM AND TALK REASSURINGLY WITH THE INDIVIDUAL UNTIL HELP ARRIVES.

Contact the EAT for any of the following concerns:

- An individual’s mental health (e.g. individual exhibits unusual behavior, changes in normal behavioral patterns or is known to have stopped taking medication).
- A student’s academic success (e.g. student has stopped attending classes, changes in participation or quality of work are evident).
- An individual having personal difficulties (e.g. individual is known to have lost a close relative and is not handling the loss well, facing economic hardship or caring for an ill family member).

How to refer an individual to the EAT:

- For a student concern, print and complete an EAT referral form at ben.edu/EATform and submit it to Krasa Center, Room 111. If you prefer, you may contact Linda D. Owens, associate dean for Student Development at (630) 829-6123 or lowens@ben.edu.
- For a faculty or staff member concern, contact Betsy Rhinesmith, director for Human Resources at (630) 829-6412 or brhinesmith@ben.edu.
- For all other individuals, contact University Police at (630) 829-6666.

NOTE: In accordance with the Family Educational Rights and Privacy Act (FERPA), the EAT structure is designed to allow referrals to be viewed only by those individuals who have a need to know. The information shared will not become a part of the student’s permanent record. In addition, state and federal privacy laws prohibit the unauthorized disclosure of personally identifiable health information.
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:

- 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 Evacuation Assembly Area. Stay in the 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 spill, a vendor specializing in chemical spill emergency responses will be contacted by the Emergency Preparedness Manager.

HAZARDOUS MATERIAL ACCIDENTS

- EVACUATE THE AREA WHERE THE SPILL OCCURRED.
- CALL 911. THEN CALL THE UNIVERSITY POLICE AT (630) 829-6666 WHEN APPROPRIATE.
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, a hate crime, 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 cellphones when there is an imminent threat to life. When appropriate, students, staff and faculty should report threatening activities to the University Police by dialing (630) 829-6666.

• 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.

• If you are unable to evacuate the building safely, take shelter where you are.

• 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 ensure 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.
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:

• 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 Naperville Campus, the Bellwood Learning Center and all off-site locations. This does not include classes at Benedictine University at Springfield or Benedictine University at Mesa.

• 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 Naperville Campus, the Bellwood Learning Center and all off-site locations. This does not include classes at Benedictine University at Springfield or Benedictine University at Mesa.

• 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 Naperville Campus, the Bellwood Learning Center and all off-site locations. This does not include classes at Benedictine University at Springfield or Benedictine University at Mesa.

• A decision to cancel evening classes beginning at 6:00 p.m. or later on Benedictine University’s Lisle campus will be made by 2:00 p.m. A decision to cancel learning team classes at the Naperville Campus, the Bellwood Learning Center and all off-site locations will also be made by 2:00 p.m. This does not include classes at Benedictine University at Springfield or Benedictine University at Mesa.
FIRE

All buildings are 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 a building 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 building, proceed to the Evacuation Assembly Area for that particular building. Be prepared to move to another location if this area is deemed to be too close to the building.
• If you become trapped in a building 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.
BOMB THREAT

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the next page.

If a bomb threat is received by phone:

1. Remain calm. Keep caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call (630) 829-6666 or as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (next page) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone contact University Police immediately with information and await instructions.

If a bomb threat is received by handwritten note:

1. Call (630) 829-6666.
2. Handle note as minimally as possible.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor or sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

Do not use two-way radios or cellphones; radio signals have the potential to detonate a bomb. Do not open drawers, cabinets or turn lights or computers on or off. Do not activate the fire alarms or touch or move a suspicious package. Evacuate the building immediately when the building evacuation alert is given. Assist those needing assistance in evacuating the building. Report to the Evacuation Assembly 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 call 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? ________________________________
When will it go off? ________________________________
What does it look like? ________________________________
What kind of bomb is it? ________________________________
When is it going to explode? ________________________________
What will make it explode? ________________________________
Did you place the bomb? ○ Yes ○ No
How do you deactivate it? ________________________________
Why was it put there? ________________________________
What is your name? ________________________________

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: ________________________________
CALL FOR A LOCKDOWN OR SHELTER IN PLACE

A shelter in place 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 to buildings and visibility to community members by a threatening person or by an event internal or external to the University. Lockdown or shelter in place 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 shelter in place or lockdown over the public address system, classroom phones, an administrator announces 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 (630) 829-6666.
2. Call 911 from campus or cellphones when there is an imminent threat to life.
3. Notify those around you.
4. 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.
5. Get out of the intruder’s line of sight. Move away from windows, doors and outer walls.
6. Crouch down and hide behind furniture.
7. Turn off all lights and close window blinds.
8. Be quiet and do not draw attention to yourself. Do not talk; turn off cellphones or turn to vibrate; turn down the ringer volume on any desk phones in the area.
9. 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.
10. Be ready to move if your current location is deemed to be too dangerous. Always be on the lookout for possible escape routes.

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

12. Any person who knowingly initiates a false report that results in a shelter in place response will be referred for disciplinary action to the appropriate authority.

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. **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.

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

3. **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.
The University utilizes an audible alarm tone located on top of the parking garage, Sports Complex and Krasa Student Center. University Police will activate the tone after receiving a warning notification from AccuWeather’s Sky Guard system based on the Severe Weather Policy. When this alarm goes off while you are outside, quickly and safely move indoors to take shelter.

In the event that a possible lightning strike is imminent, determined by the Flash-to-Bang method, all fields and outside areas will be immediately evacuated to designated safe shelters. If thunderstorms develop, count the seconds between the flash of lightning and the bang of the thunder to estimate the distance between you and the lightning strike. Because sound travels approximately 1 mile in five seconds, you can determine how far away the lightning is by using the Flash-to-Bang method. Start counting after the lightning flash until you hear the corresponding thunder. Divide that number by 5 to determine the distance in miles. It is recommended that you seek shelter if the time between the lightning flash and the rumble of the thunder is 30 seconds or less (6 miles). You should not return outdoors until 30 minutes after the last audible thunder. This is known as the 30/30 Lightning Safety Rule.

Returning to outside facilities will be permitted 30 minutes after the most recent thunder or lightning.

*No one should remain outside during a thunder and lightning storm.
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 SCA. 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**

Most AEDs are equipped with two types of pads:
- One set for persons age 8 and older.
- One set for children between the ages of 1 and 8 attached to the back of the AED.

**Location of AEDs**

- **Birck Hall** – First floor corridor near exit doors leading to Kindlon Hall. Third floor, outside Room 357.
- **Coal Ben** – On the wall to the right of the main entrance.
- **Goodwin Hall** – First floor, outside Room 111. Second floor, across from Room 213. Third floor, across from Room 313. Fourth floor, across from Suite 480.
- **Kindlon Hall** – First floor, on the wall to the left of the Coffee Shop. Fourth floor, outside elevator.
- **Krasa Center** – First floor, on the wall next to Student Health Services.
- **Lownik Hall** – First floor, on the wall outside of conference (Room 107).
- **Neff Welcome Center** – Outside the bathrooms.
- **Parking Garage** – On the wall across from Chief of Benedictine University Police office.
- **Rice Center** – Gymnasium level, on the north wall, near the lobby doors.
- **Rice Fitness Center** – On the wall outside of dance studio.
- **Scholl Hall** – First floor, near the College Road entrance, across from the elevator.
- **Sports Complex** – South and east ticket booths.

There are also mobile AEDs located in the athletic trainer’s room and University Police vehicles.
TORNADO

• Everyone should leave rooms that have windows and 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 exterior 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.

In the event of a tornado siren, all individuals are encouraged to proceed to the tornado refuge area of their building.

The areas are as follows:

**BIRCK HALL**
Seek shelter in the basement area.

**COAL BEN**
Seek shelter in the bathrooms.

**FOUNDERS’ WOODS**
Seek shelter in the bathroom or utility room of your apartment.

**GOODWIN HALL**
Seek shelter in the basement area.

**GROUNDS GARAGE**
Seek shelter in the pump room.

**JAEGER HALL**
Seek shelter in the basement area or in the first floor hallway, closing all residence hall room doors.

**KINDLON HALL**
Seek shelter in the basement area.

**KRASA CENTER**
Seek shelter in the basement area.

**LOWNIK HALL**
Seek shelter in the northwest hallway of the basement.

**NEFF WELCOME CENTER**
Seek shelter in the women’s bathroom.

**NEUZIL HALL**
Seek shelter in the basement area or in the first floor hallway, closing all residence hall room doors.

**ONDRAK HALL**
Seek shelter in the basement area or in the first floor hallway, closing all residence hall room doors.

**PARKING GARAGE**
Seek shelter in an interior room or bathroom.

**POWERHOUSE**
Seek shelter in the bathrooms or the tool room in the basement.

**RICE CENTER**
Seek shelter in the men’s locker room.

**SCHOLL HALL**
Seek shelter on the first floor in the bathrooms or an interior classroom or office with no exterior wall.

**SPORTS COMPLEX**
• Practice field — seek shelter in the Rice Center men’s locker room.
• Softball field — seek shelter in the Rice Center men’s locker room.
• Baseball stadium — seek shelter in the Rice Center men’s locker room or the Krasa Center basement.
• Football/ soccer/ track stadium — seek shelter in the Rice Center men’s locker room or the Krasa Center basement.

Stay in these designated areas until the “All clear” signal has been given by the University Police or by a designated person.

**Things to Remember**
• Do not leave the building you are in unless otherwise instructed.
• Seek shelter immediately.
• Do not use elevators.
• Stay clear of large, open areas and outside walls.
• Stay clear of windows.

* No one should remain in the residence hall rooms or lounge areas.
**Medical Emergency**

In case of a serious injury, contact 911 immediately. Then contact the University Police at (630) 829-6666. After contacting the University Police, Student Health Services can be contacted for additional assistance at (630) 829-6046.

Basic first aid should be self-administered when feasible.

**First Aid/Bodily Fluid Kits**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>FIRST AID KIT</th>
<th>BODILY FLUID KIT</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birck Hall</td>
<td></td>
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</tr>
<tr>
<td>Chemistry Prep Lab (BK 117)</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Biology Prep Lab (BK 363)</td>
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<tr>
<td>Jurica-Suchy Nature Museum</td>
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<td></td>
<td></td>
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<tr>
<td>Office 348</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coal Ben</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Bar</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Goodwin Hall</td>
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<td></td>
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<tr>
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<td>Suite 450</td>
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<tr>
<td>Kindlon Hall</td>
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<tr>
<td>Room 258</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Second Floor-Library Offices</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Floor-Service Desk</td>
<td>X</td>
<td></td>
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<tr>
<td>Fourth Floor-Campus Ministry</td>
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</tr>
<tr>
<td>Library Circulation Desk</td>
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<td>M-F, 9:00 a.m.-4:00 p.m.</td>
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<tr>
<td>(Lower level)</td>
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<td>(unavailable during summer)</td>
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<td>Krasa Student Center</td>
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<tr>
<td>Office Services, Room 121</td>
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<td>Health Services, Room 116</td>
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<td></td>
</tr>
<tr>
<td>Lownik Hall</td>
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<tr>
<td>Enrollment Center, Receptionist’s desk</td>
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<tr>
<td>Emergency Preparedness</td>
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<td>Manager’s Office 020</td>
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<td>Neff Welcome Center</td>
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<td>Pantry</td>
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<tr>
<td>Rice Center</td>
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<tr>
<td>Office Reception Desk</td>
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<td>Fitness Center Desk</td>
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<td>Scholl Hall</td>
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<td>Sports Complex</td>
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<td>South ticket booth</td>
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<td>University Police</td>
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<tr>
<td>Dispatch Center</td>
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<td>24 hours</td>
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<tr>
<td>Squad cars</td>
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<td></td>
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</tbody>
</table>

**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.) only trained personnel should handle first aid situations.

- Contact Campus Services at ext. 6420 or ext. 6434. 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.
- WASH HANDS THOROUGHLY WITH SOAP AND WARM WATER.
If you hear the direction to “EVACUATE” over the public address (PA) system, classroom phones, an administrator announces the evacuation in person or by any other means of communication, you are to follow these procedures:

**WHAT TO DO IF OUTSIDE DURING A BUILDING EVACUATION:**

- Do not enter the building being evacuated.
- Get to the Evacuation Assembly Area for the building being evacuated.
- Listen for specific directions.
- An authorized person will announce via campus PA system or bullhorn when the building is safe to re-enter.

**WHAT TO DO IF INSIDE DURING A BUILDING EVACUATION:**

1. In the event of an alarm, such as a fire alarm or an evacuation announcement, leave the building quickly and safely using the nearest exit.
2. Aid those needing assistance.
3. When evacuating the building, leave your belongings in the classroom. Stopping to collect them only delays your evacuation and could cause others to potentially be harmed.
4. In case of fire, do not use elevators.
5. If there is a mobility impaired individual still in the building, notify University Police of their location.
6. Once outside, proceed to the evacuation assembly area.
7. Listen for specific directions.
8. An authorized person will announce via campus PA system or bullhorn when the building is safe to re-enter.

**EVACUATION OF THE MOBILITY RESTRICTED AND MOBILITY IMPAIRED**

**Mobility Restricted Individuals**

Mobility restricted individuals are those with disabilities who might impede rapid building evacuation. Examples include those who are blind or deaf, or whose mobility is restricted by use of walkers or crutches. Assistance can be provided by guiding them to the refuge area in the stairwell. Proceed out of the building notifying the building captain, University Police or the Lisle-Woodridge Fire District Personnel of the person’s location.

**Mobility Impaired Individuals**

Mobility impaired individuals are those with disabilities who require the use of wheelchairs. To assist those individuals, proceed as follows:

- Move the impaired individual to the refuge area in the stairwell and proceed out of the building notifying the building captain, University Police or Lisle-Woodridge Fire District Personnel of the person’s location.

- If the hazard becomes life-threatening, move the individual into a room and close the door. Inform the building captain, University Police or Lisle-Woodridge Fire District Personnel of the person’s location.
Campus Evacuation
Should it become necessary to evacuate the entire campus, the decision to implement these procedures rests with the Chief of University Police. In situations requiring immediate action, the Lisle Police or Fire Department can also order a local area evacuation.

In all cases when the decision has been made to evacuate, the following procedures will be followed:

- The campus will be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat.
- Other areas may then be evacuated, depending on the nature of the threat.
- In all cases, evacuees would be directed away from the vicinity of the threat.

NOTE:
In the case of fire or other emergency situations that might affect electricity, DO NOT USE ELEVATORS for evacuation.
A **Birck Hall**  The far south end of the Kindlon Hall parking lot or the Campus Quad, the grassy area in front of Jaeger Hall.

**B** **Coal Ben**  The grassy area in front of Jaeger Hall (be prepared to move to another location.)

**C** **Founders’ Woods**  The west end of the Krasa Center parking lot.

**D** **Goodwin Hall**  The Campus Quad, the grassy area in front of Jaeger Hall (be prepared to move to another location if this area is deemed to be too close to the building).

**E** **Grounds Garage**  The far west end of the Krasa Center parking lot.

**F** **Jaeger Hall**  The Campus Quad, the grassy area in front of Jaeger Hall (be prepared to move to another location if this area is deemed to be too close to the building).

**G** **Kindlon Hall**  The far south end of the Kindlon Hall parking lot or the Jaeger Quad, the grassy area in front of Jaeger Hall.

**H** **Krasa Center**  The far west end of the Krasa Center parking lot.

**I** **Lownik Hall**  The north end of the Lownik Hall parking lot.

**J** **Neff Welcome Center**  The north end of the Lownik Hall parking lot.

**K** **Neuzil Hall**  The north end of the parking lot near the Rice Center.

**L** **Ondrak Hall**  The south end of the Kindlon Hall parking lot.

**M** **Parking Garage**  Sidewalk next to the Coal Ben/Powerhouse (be prepared to move if need be).

**N** **Powerhouse**  Grassy area east of building entrance if exiting from second floor south stairwell. If exiting from the west side of building, proceed to the far west end of the Krasa Center parking lot.

**O** **Rice Center**  Grassy area northeast of parking lot.

**P** **Scholl Hall**  Grassy area northeast of Scholl Hall parking lot.

**Sports Complex**

Q  **South entrance – the far south end of the Krasa Center parking lot.**

**R**  **East entrance – the Rice Center parking lot.**