MISSION STATEMENT

Benedictine University is committed to the safety of all faculty, staff, students and visitors to our Springfield branch campus. 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:
  - WMayor AM 970
  - WTax AM 1240
  - WDNR FM 103.7
  - WSAE FM 107.5
  - WRSP (FOX) 55
  - WISA (ABC) 20
  - WCDX (CBS) 49
  - WAND (NBC) 17

- Visit the BenU website at Ben.edu/springfield.

*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 Campus Police at (217) 306-8031.

• 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 Campus 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.
BEHAVIORAL ASSESSMENT REPORTING GUIDELINES

Benedictine University at Springfield 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, a University 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 CAMPUS POLICE AT (217) 306-8031. 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, contact Susie Doddek, campus administrator, at (217) 718-3489 or sdoddek@ben.edu.
- For a faculty or staff member concern, contact Vicki Reese, Human Resources coordinator, at (217) 718-5262 or vreese@ben.edu.
- For all other individuals, contact Campus Police at (217) 306-8031.

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:

- EVACUATE THE AREA WHERE THE SPILL OCCURRED.
- CALL 911. THEN CALL CAMPUS POLICE AT (217) 306-8031 WHEN APPROPRIATE.

- 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 major spill, a vendor specializing in chemical spill emergency responses will be contacted by the Director of the Physical Plant.
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 Campus Police by dialing (217) 306-8031.
- 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.
If it becomes necessary to close the University due to severe weather conditions, the following procedures will be initiated:

- A decision to cancel the opening of campus offices will be made by 6:00 a.m. This cancellation applies only to the Benedictine University at Springfield branch campus.
- A decision to have a delayed opening will be made by 6:00 a.m. All delayed openings apply only to the Benedictine University at Springfield branch campus.
- A decision to cancel evening classes only will be made by 4:00 p.m. This applies to classes beginning at 6:00 p.m. or later only on the Benedictine University at Springfield branch campus.
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 (217) 306-8031 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 Campus Police immediately with information and await instructions.

If a bomb threat is received by handwritten note:

1. Call (217) 306-8031.
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.
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 classroom phones or an administrator announces in person or by any other means of communication, you are to follow the procedures below.

1. Students, staff and faculty must report threatening activities to Campus Police by dialing (217) 306-8031.
2. The Campus Police officer on duty will determine when to initiate a shelter in place or lockdown of one or more campus buildings when there is a clear and imminent threat.
3. 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.

WHAT TO DO IF CAUGHT INSIDE A BUILDING WHERE THE INTRUDER IS LOCATED:

1. Students, staff and faculty must report threatening activities to Campus Police by dialing (217) 306-8031.
2. The Campus Police officer on duty will determine when to initiate a shelter in place or lockdown of one or more campus buildings when there is a clear and imminent threat.
3. 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 Campus Police or other recognized first responder to evacuate.

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

12. Campus 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 shelter in place response will be referred for disciplinary action to the appropriate authority.

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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.
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.

SAFE SHELTERS

The safe shelter areas are: Dawson Hall and Becker Library. Each of these shelter areas is located on the ground floor of the indicated buildings. The location of outside persons will determine which of the safety shelters they will seek.

Quad area north of Dawson Hall — Dawson Hall or Becker Library
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**

The AED is equipped with one set of pads for persons age 8 and older.
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:

**BECKER LIBRARY**
Seek shelter in the basement area.

**BRINKERHOFF HOME**
Seek shelter in the basement area.

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

Stay in these designated areas until the “All clear” signal has been given by Campus 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.
• 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.
• Do not stop to collect belongings; this only delays your response.
FIRST AID

Medical Emergency
In case of a serious injury, contact 911 immediately. Then contact Campus Police at (217) 306-8031. 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>
</tr>
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<tbody>
<tr>
<td>Becker Library</td>
<td></td>
</tr>
<tr>
<td>Circulation Desk</td>
<td>X</td>
</tr>
<tr>
<td>Resource Center</td>
<td>X</td>
</tr>
<tr>
<td>Campus Police squad car</td>
<td>X</td>
</tr>
<tr>
<td>Dawson Hall</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>X</td>
</tr>
<tr>
<td>Business Office</td>
<td>X</td>
</tr>
</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 Physical Plant at (217) 718-3522. 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.
- WASH HANDS THOROUGHLY WITH SOAP AND WARM WATER.
EVACUATION AND MAP

BUILDING EVACUATION

1. Evacuate a building when instructed to do so by the Campus Police, any member of the ERRT or designee.
2. Aid those needing assistance.
3. In case of fire, do not use elevators.
4. Use the nearest exit. Once outside, proceed to the Evacuation Assembly Area. Stay in the designated area until a head count can be taken by your supervisor, faculty member or other designee.
5. If the need arises that staff, faculty, students and visitors must be evacuated to an area other than the evacuation 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.
6. Do not return to an evacuated building unless told to do so by Campus Police or their designee.

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 Campus Police or the Springfield Fire Department 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 Campus Police or the Springfield Fire Department of the person’s location.
- If the hazard becomes life-threatening, move the individual into a room and close the door. Inform the Campus Police or the Springfield Fire Department of the person’s new location.

NOTE:
In the case of fire or other emergency situations that might affect electricity, DO NOT USE ELEVATORS for evacuation.
**EVACUATION ASSEMBLY AREAS**

**BECKER LIBRARY**
- A Grassy area southeast of the building.

**BRINKERHOFF HOME**
- B Grassy area south of the house.

**DAWSON HALL**
- C Grassy area just west of the building.