

 Benedictine University®

*Bellwood Learning Center
Emergency Response and Recovery Plan
2009 - 2010*

MISSION STATEMENT

Benedictine University is committed to the safety of all faculty, staff, students and visitors to our Lisle, Naperville and Bellwood 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 Bellwood Learning Center (BLC). 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 Vice President of Student Life
- Associate Provost
- Chief of Police
- Director of Campus Services
- Director of Information Technology
- Director of Operations
- Director of Personnel Resources
- Director of Sports Complex Operations
- Director of Student Health Services
- Director of University Ministry
- Executive Director of Marketing and Communications
- Facility Manager, Athletic Fields
- Master of Public Health Disaster Management Representative
- Human Resource Information Systems Manager and Safety Specialist
- Registrar

INTRODUCTION

GENERAL GUIDELINES

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

- Call 911.
- Notify the University Police at (630) 829-6666.
- 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 BLC 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 BLC 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 BLC 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 BLC 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, such as normal breathing, coughing and movement. 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 8 years of age and older - already hooked up to the AED.

Location of AED

The AED is located in the front reception area.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

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 a 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 the University Police at (630) 829-6666 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 the BLC 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 Human Resource Information System Manager and Safety Specialist in Personnel Resources.

HAZARDOUS MATERIAL ACCIDENTS

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.
- **C**ontain the fire by closing doors.
- **E**vacuate the building.

The BLC is equipped with fire alarm pull stations strategically placed throughout the building.

Should you be in the BLC 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 BLC, proceed to the preliminary designated assembly area. Supervisors and faculty will take a head count at the evacuation area and notify the Bellwood 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 BLC 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; and
- **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

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 Director of Operations at (630) 829-6364. For emergency needs after hours, call the Director of Operations at (630) 878-1799 or University Police at (630) 829-6666.

If there is potential danger to building occupants:

- Call 911, then notify University Police at (630) 829-6666.
- In a situation where the BLC 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 BLC unless told to do so by the Bellwood Police or their designee.
- Do not use elevators.
- Assist the disabled as needed.

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

UTILITY FAILURE

BOMB THREAT

1. If you observe a suspicious object or potential bomb at the BLC, **DO NOT TOUCH THE OBJECT.**
 - Clear the area.
 - Immediately contact 911 on a land line. Cell phones and radios may trigger detonation of the bomb. Then call the University Police at (630) 829-6666 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 contact 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 (630) 829-6666 when appropriate.

Evacuate the BLC immediately when the building evacuation alarm 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 _____

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 also 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.

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

Warning Signs

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**

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.
- Call 911. Then call the University Police at (630) 829-6666 when appropriate.
- 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 Bellwood emergency response team arrives, they will take charge of the situation.

SUICIDE WARNING SIGNS, ATTEMPTS, THREATS OR GESTURES

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 Emergency 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 Benedictine classes at Springfield College in Illinois.
- 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 Benedictine classes at Springfield College in Illinois.
- 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 Benedictine classes at Springfield College in Illinois.
- 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 Benedictine classes at Springfield College in Illinois.
- 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 Newsradio 780 AM or WGN Radio 720 AM.
- Call the Benedictine University Emergency Information Line at (630) 829-6622.
- Watch CBS 2 Chicago, NBC 5 Chicago, ABC 7 Chicago, WGN Channel 9, Fox 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 — each 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 (630) 829-6090.

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 call the University Police at (630) 829-6666 when appropriate. When warranted, only trained personnel should assist with the victim until help arrives.

First Aid

Location	First Aid Kit	Hours
Front Reception Desk	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 THE DIRECTOR OF OPERATIONS WHO WILL CONTACT BUILDING MAINTENANCE. WASTE SHOULD BE DISPOSED OF PROPERLY IN A RED BIOHAZARD BAG.
- When feasible, the injured should self-administer first aid.
- Assist by locating the first aid kit (see location above).
- For fluid spills, contact the director of operations who will 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 kit to its location.
- WASH HANDS THOROUGHLY WITH SOAP AND WARM WATER.

FIRST AID

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 Cook 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 Cook 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 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 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 BLC designated areas:

- First floor elevator area.
- Back stairwell interior room.

Stay in these designated areas until the “All Clear” signal has been given by the Bellwood Receptionist or when it is deemed safe to leave the refuge area. (See building map for locations.)

Things to Remember

- Do not leave the BLC 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.

LIGHTNING AND TORNADO

EMERGENCY 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 Bellwood Learning 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. ConnectEd notification system.
3. Broadcast e-mail with the “Importance: High” option (message will appear with a red exclamation point in each user’s inbox) and emergency situation details to #All Faculty and Staff; #All Student; #All Adjunct Faculty.
4. Benedictine University Web site Special Announcement (www.ben.edu) and Emergency Information Web page (www.ben.edu/news/emergency_info.asp) with emergency situation details posted.
5. Emergency Information Line at (630) 829-6622 with emergency situation details recorded.
6. The Switchboard operators are provided with, and the switchboard message recorded with, the emergency situation details.
7. 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.
8. The President may issue an e-mail to the internal community and a letter to current and prospective Benedictine parents, alumni and friends of the University.
9. 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 Web site and e-mail notification system [for those that have signed up to receive this information from the ECC] at <http://www.emergencyclosings.com/complete.html>).
10. Cancellations.com, similar to the ECC, above.
11. The Office of Marketing and Communications and/or Student Life will post updates to Facebook and MySpace.

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.

EMERGENCY NOTIFICATIONS

EVACUATION

Staff should not exit the BLC 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 BLC grounds without authorization from the proper University authorities.

1. Evacuate the BLC when the building's alarm system sounds or when instructed to do so by the Bellwood 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 BLC unless told to do so by the Bellwood Fire Department, University Police or their designee.

Evacuation of the Mobility Impaired

Ambulatory 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-Ambulatory 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. Move the impaired individual near the stairwell and await assistance if there is no immediate danger within the vicinity of the stairs.
3. 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 Bellwood Police of the individuals' new location.

Preliminary Designated Assembly Area
Northernmost parking lot

EVACUATION

WORKPLACE/CLASSROOM VIOLENCE

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. It also may be someone without any relationship to the victim. The violence may result from the discipline or firing of an employee, an academic dispute, an active threat plan, abuse of drugs/alcohol, harassment by co-workers, mental illness or stress. The violence could also be a random act such as robbery, terrorism, hate crime against the University, rebellion against authority in general or to gain public attention. 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.

General Guidelines

- It is the responsibility of every staff, faculty member and student to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in this plan.
- Immediately report to your supervisor and Personnel Resources any violence or threat of violence against yourself, any co-worker, supervisor or student. Students should report any acts of violence to the Associate Vice President of Student Life.
- Notify your supervisor and Personnel Resources when you become aware of any order of protection or incidents of domestic violence involving yourself, co-workers and/or students. Students should notify the Associate Vice President of Student Life.
- Personnel Resources and/or the Associate Vice President of Student Life, along with appropriate personnel, will oversee any reported case and coordinate any preventive measures.

The University will support criminal prosecution for any act of physical violence against a University employee or student while at the Bellwood Learning Center.

Bellwood Police will enforce orders of protection and/or ban threatening persons from University property. If an incident evolves into a crime, Bellwood Police will take control of the situation.

What to do if an actual violent situation occurs:

- If possible, call 911. Then call the University Police at (630) 829-6666 when appropriate.
- 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.

Bellwood Police will be in control of the situation. In an attempt to lessen the severity of a situation, everyone must follow all orders given by the officers on the scene.

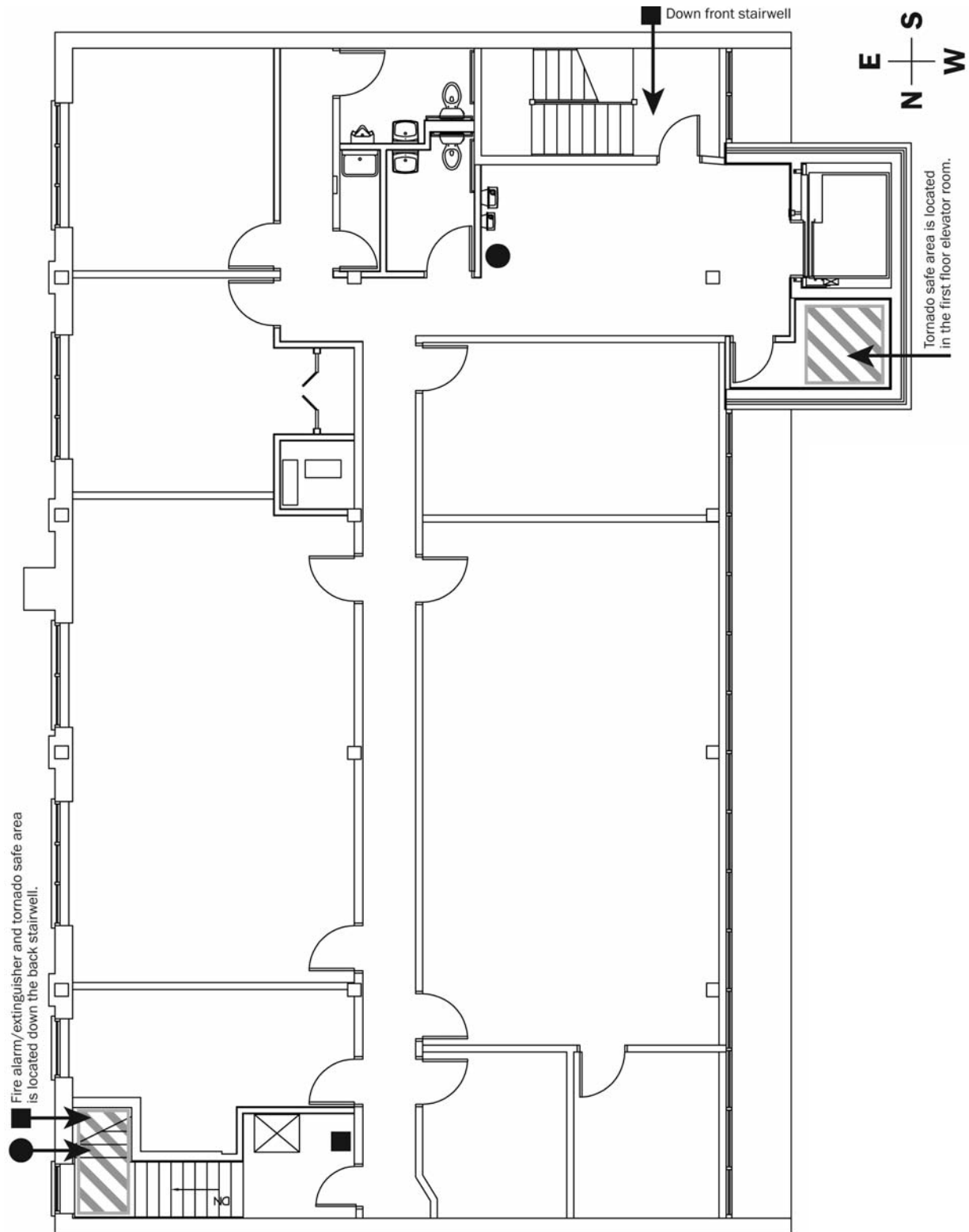
What to expect from first responders/police, during and after a violent situation occurs:

Police officers responding to a violent situation are trained to immediately go to the area in which the violence last occurred. Their priority is to stop the violence as quickly as possible. These first responders may not wear a traditional police uniform or be armed with standard police firearms. They may be wearing exterior bulletproof vests, helmets and be armed with semi-automatic rifles. They will be giving loud, forceful and direct instructions. Follow their commands. They are meant to minimize confusion and reduce injuries.

The initial police entry team will not stop to render aid to the injured. Secondary responders will assist and remove victims from the immediate area. 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.

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 following Web sites from various resources may provide some options should you become the target of a violent act:

- www.richland.edu/security/plan/procedures/shooter
- www.emergency.appstate.edu/shooter
- www.luc.edu/umc/newsroom/safety_activeshooter.shtml
- www.ohio.edu/emergency/shooter.cfm



Bellwood Learning Center Key

- | | | | |
|---|-------------------|---|-------------------------|
| → | Evacuation Route | ● | Fire Extinguisher |
| ▨ | Tornado Safe Area | ■ | Fire Alarm Pull Station |

EVACUATION ASSEMBLY AREA

After leaving the building, please assemble calmly in the Advanced Auto Parts parking lot on the north side of the building.

BELLWOOD LEARNING CENTER