**EMERGENCY PROCEDURES**

**EMERGENCIES: call 9-1-1**

**NON-EMERGENCIES: call UNIVERSITY POLICE: ext. 6122 or 630-829-6122**

**MEDICAL EMERGENCY**
- Call 9-1-1
- Provide the building name, location of incident, nature of illness or injury, number of victims and your name

**FIRE**
- Do NOT use elevators, use stairs
- Leave the area, pull fire alarm and close the door
- Evacuate the area and proceed to assembly area

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

**SUSPICIOUS PERSON**
- Immediately report suspicious person or behavior by calling 9-1-1
  - When time allows then call University Police at X6122 or 630-829-6122

**SUSPICIOUS PACKAGE**
- From a land line, call 9-1-1
- Do NOT use cellphones, radios or electronic devices
- Do NOT handle suspicious package or other items
  - When time allows then call University Police at X6122 or 630-829-6122

**UTILITY FAILURE**
- In the event of a utility failure, immediately notify Facility Operations at ext. 6420 or 630-829-6420.
  - For emergencies after hours, call University Police ext. 6122 or 630-829-6122

**SEXUAL MISCONDUCT**
- Call 9-1-1
- Call the Title IX Coordinator, Dr. Tammy Sarver ext. 6473 or 630-829-6473

**HAZARDOUS MATERIAL**
- Do NOT attempt to clean spill
- Evacuate the area and proceed to assembly area
- Call University Police ext. 6122 or 630-829-6122

**ACTIVE SHOOTER**
If you see or know that a person has a firearm on campus, call 9-1-1 immediately
- **RUN** – If there is an accessible escape path, try to evacuate the area
- **HIDE** – If evacuation is not possible, find a place to hid where the shooter is less likely to find you
- **FIGHT** – As a last resort, and only when your life is in danger, attempt to disrupt and/or incapacitate the active shooter