

# Be Prepared

## LEWIS UNIVERSITY

**Emergency Contacts - ext. 5911  
or (815) 836-5911**

**For Non-Emergency:  
Campus Security - ext. 5222  
or (815) 836-5222**

**www.lewisu.edu**

### EMERGENCY NOTIFICATION

Students, faculty, and staff can be reached within minutes through Send Word Now, a system that can send emergency messages by telephone, e-mail, text messages, and other services. This system is designed to be used to contact the Lewis University community in the event of closings due to weather, emergency situations or other occurrences that could affect any Lewis campus.

You will be notified through Lewis e-mail periodically to update your contact information to assure that you will receive emergency messages promptly.

The main campus also utilizes an Emergency Alert Intercom system for emergency situations, such as fire, electrical failures or situations which might threaten campus safety. This emergency intercom system is designed for emergency announcements only. The system also has a weather alert tone that will be activated by the Romeoville Emergency Management Agency when weather alert sirens are sounded in the village.

### INJURY AND MEDICAL EMERGENCIES

- Call Campus Security at extension 5911 or (815) 836-5911.
- Describe the type of medical emergency or injury.
- Advise if an ambulance or paramedics are requested.
- Give the location and a callback number if available.
- Stay on the line with the dispatcher until he/she has all the needed information.

Campus Security will respond to all medical emergencies or injuries and will contact the Romeoville Fire Department paramedics as needed.

### EXPLOSION/BOMB

- Do not disturb, move, or touch any suspicious packages.
- Immediately evacuate the building using established evacuation routes.
- Call Campus Security at extension 5911 or (815) 836-5911 or 911.
- Provide as much information as possible and stay on the line with the dispatcher, if it is safe to do so.

### BOMB THREATS

- Since most threats are received by telephone, document as many details as possible, including any caller ID number displayed.
- Immediately call Campus Security at (815) 836-5911 and provide them with as much information as possible about the bomb-threat call.
- Immediately conduct a quick visual search of your area for any unusual or unfamiliar items. Do not handle, move, or touch suspicious items. Report them to Campus Security.
- Move to a safe location and wait for Campus Security and the police.

### CRISIS MANAGEMENT

- Become familiar with the areas you use. Before an incident occurs, know your evacuation route and where to take shelter depending on the emergency.
- Stay calm; do not make the situation worse. Do not let yourself or others take unnecessary risks. Others will respond as you do; set the example.
- Use plain language during a crisis. Everyone will be under stress and keeping things simple and straight-forward will make the information easier to understand.
- Aid those whom you can without added risk. Follow instructions exactly when they are relayed.
- Talk to each other prior to a crisis; conversations about what could happen and how to respond will help prepare us for a crisis.
- Stress, fear, fatigue, and anger will be present in those around you.

*Be prepared to deal with human nature. Do not become frustrated.*

**Do you know what to do in the event of an emergency at Lewis University? This personal preparedness guide will assist you. Keep it handy.**

### UTILITY FAILURES

- In the event of utility failure (electrical, water, or gas), contact Facilities Management at extension 5404 or Campus Security at extension 5911.
- If phones are out, use cell phones to contact Facilities at (815) 836-5404 or Campus Security at (815) 836-5911.
- Remain in place, if conditions warrant, until advised to leave by either Facilities or Campus Security... or until the utility failure is over. Exit hallways, stairwells and exit doors will be lighted by emergency lighting to aid in evacuation if necessary.
- University administration will determine if normal business activities can continue or should be moved or cancelled.

### SEVERE WEATHER AND TORNADO ALERTS

- Tornado warnings are issued by the National Weather Service and the Romeoville Emergency Management Agency when severe weather is imminent.
- Once the warning is issued, move to a designated severe weather refuge area as indicated on the evacuation/ refuge plans in each building/ room.
- Stay away from windows and doors and either sit or lie on the floor with arms folded over your head.
- If outside, take shelter in the nearest building or a ditch/ depression.
- Once the storm has passed, call Campus Security at extension 5911 to report any injuries or damage.
- If the building is severely damaged, evacuate as soon as possible after the storm has passed.

*Never attempt to run from a tornado/severe-weather situation or go to a vehicle.*

### HAZARDOUS-MATERIAL SPILLS/EXPOSURE

- Know if hazardous materials exist in your workplace and the dangers they present.
- Report all spills/exposures to Campus Security at extension 5911 or (815) 836-5911 – give the following information:
  - Location and type of spill
  - Injuries
  - Approximate amount of material involved
  - Identifiable chemical reactions
  - Who was in contact with the substance.
- Evacuate the area of the spill and close the doors to contain the spread until trained responders can arrive.
- Contact Facilities Management at extension 5404 to assist with ventilation systems.
- Compile a list of those who might have been contaminated by the incident.
- In most cases, flush with water for 15 minutes any body part in contact with the hazardous materials.

### CAMPUS VIOLENCE

Campus or workplace violence may include the threat or use of deadly weapons. Advance warning is unlikely. Contact Campus Security at ext. 5911 or (815) 836-5911 in the event of any incident of violence and try to remain calm for your safety and the safety of others.

#### *Weapon Observed*

- Call Campus Security at extension 5911 or (815) 836-5911, if it is safe to do so and advise exactly where you are located.
- Stay on the line with the security dispatcher if it is safe to do so.
- Take no action to intervene.

### BIOLOGICAL THREATS

Unlike an explosion, a biological threat or attack may or may not be obvious. While it is possible that you will see signs of a biological threat, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local healthcare workers will report a pattern of unusual illness.

- Protection of breathing airways is the single most important thing a person can do in the event of a chemical or biological threat, incident, or attack.
- In most cases, without a gas mask, the only sure way to protect an airway is to put distance between yourself and the source of the agent.
- Evacuate the area where there is a threat, cover your mouth and nose with a handkerchief, coat sleeve, or any piece of cloth to provide some moderate means of protection.
- Move upwind from the source of the attack.
- If evacuation from the immediate area is impossible, move indoors (if outside) and (if indoors) upward to an interior room on a higher floor.

- Once indoors, close all windows and exterior doors and shut down air conditioning or heating systems to prevent circulation of air.
- In any case of extended exposure to chemical or biological agents, no matter what the origin, assistance should be sought as soon as possible, even if no symptoms are immediately evident. Contact Campus Security at ext. 5911 or (815) 836-5911 if calling from a cell phone.

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## FIRE

- Upon discovering fire, smoke or an explosion in the building, stay calm and activate the nearest fire alarm pull station.
- Call Campus Security at extension 5911 and be prepared to give information on location, size and cause of the fire, as well as any injuries.
- Follow posted room/building evacuation routes and account for all occupants of the room. Do not use elevators, as electrical power may cut off.
- If trapped in a room, retreat and close as many doors as possible between you and the fire. Place cloth material around and under the door to stop smoke from coming in. Signal from windows and use phones/cell phones to advise Campus Security of your location.
- Provide assistance to individuals with disabilities in relocating to specified refuge areas and notify Campus Security at extension 5911 of these individuals and their location.
- If forced to travel through the smoke, stay low and breathe shallowly using a shirt or jacket as a filter.

- Before opening any door, check first to see if it is hot to the touch. If the door feels hot – do not open it!
- Never re-enter the building once you have evacuated it until instructed to do so by the fire department or Campus Security.

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## PERSONS WITH DISABILITIES

In cases of emergency, those individuals with physical disabilities, who are not on the ground floor, may need assistance with building evacuation.

**For Ambulatory Individuals**  
(Those individuals with disabilities that might impair rapid building evacuation such as those who are blind, deaf, or using walkers or crutches):

- Guide the individual to a stairwell and assist them in evacuating once a clear passage has been established.
- Guide them to the designated evacuation area.

**For Non-Ambulatory Individuals**  
(Those confined to wheelchairs):

- Move the individual to the appropriate refuge area near a stairwell and await assistance if there is no immediate danger.

- Contact Campus Security at extension 5911 or (815) 836-5911 and provide as much information as possible as to the location and condition of the individual.
- If the hazard becomes life-threatening, move the individual to a room and close the door.
- Inform Campus Security immediately of the new location of the individual.

- Do not use elevators for evacuation in any fire or other emergency that may affect building electricity.

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## VIOLENT CRIME IN PROGRESS

*If exiting the building is possible:*

- Exit the building immediately.
- Tell others who may be approaching to stay out of the building.
- Try to be aware of your surroundings.
- Notify Campus Security at ext. 5911 or (815) 836-5911 or 911 immediately upon reaching a safe location.

*If exiting the building is not possible:*

- Go to the nearest room or office.
- Close and lock/block the door.
- Choose a room without windows if possible, if not stay away from windows.
- Turn off the lights and remain quiet.
- DO NOT answer the door.
- Call Campus Security at extension 5911, (815) 836-5911 or 911.

- Remain in place until help arrives or you receive further direction from University communication systems (Send Word Now, Federal Informer systems)

*If the incident is occurring in the immediate area where you are located:*

- Try to exit if safe to do so.
- Take cover if threatened and you cannot exit.
- If possible, call ext.5911 or (815) 836-5911 or 911.

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## UNUSUAL, DISTURBING OR SUSPICIOUS BEHAVIOR

*You may be able to prevent some dangerous situations by watching for these signs:*

- Marked change in academic performance or behavior.
- Poor performance and preparation.
- Excessive absences or tardiness.
- Repeated requests for special consideration (especially when this represents a change from previous functioning).
- Unusual or changed pattern of interaction.
- Avoidance of class participation.
- Domination of class discussions.
- Excessive anxiety when called upon.
- Disruptive behavior.
- Problems with peers or family members.
- Exaggerated emotional response that is obviously inappropriate to the situation.

*Unusual Behavior or Appearance*

- Depressed or lethargic mood.
- Hyperactive or rapid speech.
- Swollen or red eyes.
- Change in personal hygiene or dress.
- Dramatic weight loss or gain.
- Strange or bizarre behavior indicating loss of contact with reality.

*References to Suicide, Homicide, or Death*

- Feelings of helplessness or hopelessness.
- Severe psychological pain or overt references to suicide.
- Overt references to suicide.
- Isolation from friends or family.
- Homicidal threats.

*Alert a faculty or staff member, who may refer the situation to the Center for Health and Counseling Services or the Office of Student Services for appropriate actions. It may also be appropriate to:*

- Talk to the person in private.
- If you have initiated the contact, express your concern.
- Give hope.
- Avoid judging, evaluating, and criticizing.
- Maintain clear and consistent boundaries and expectations.
- Refer the person to the Counseling Center, or Health Center.
- Follow-up with the referral.
- Consult with the Center for Health and Counseling Services or the Office of Student Services for direction.
- If you consider the person to be an immediate danger to self or others, contact Campus Security at ext. 5911 or (815) 836-5911.

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## REGIONAL CAMPUSES

- For all emergencies, call 911.
- For non-emergency response, notify your Regional Director so they may contact the appropriate local agency.