



### SEVERE WEATHER

#### SEEK SHELTER

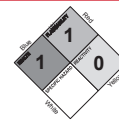
- Close all doors if there is time, including those in main corridors
- Move to lowest part of the building
- Stay away from windows and glass
- Crouch near floor or heavy, well supported objects and cover back of your head
- If outdoors and there is no time to move to an interior space, lie flat in the nearest depression and cover your head
- Remain sheltered until all clear is given by NIU PD or supervisor



### EXPLOSION

#### EVACUATE

- Leave area and go to an exterior location where you can call 911 from a land line
- Do not operate any electrical devices, cellular phones, light switches, or any radio frequency producing devices
- Do not try to locate the source of the explosion
- Evacuate and move to designated assembly points
- Re-enter ONLY when directed by recognized authority



### HAZARDOUS MATERIALS

#### EVACUATE

- Alert people in the immediate area to evacuate
- Evacuate and assemble in an area uphill and upwind from the affected area
- Avoid direct contact and/or breathing in of vapors
- Unless properly trained, do not attempt to clean up the spill
- Do not operate any electrical devices, phones, appliances, light switches, or equipment with open flames within the affected area



### POWER OUTAGE

#### EVALUATE

- Remain calm and move cautiously to a lighted area
- If the fire alarm sounds or upon notification by emergency personnel, evacuate and move to the designated assembly point
- Never attempt to pry open elevator doors
- In laboratories, secure all experiments and electrical equipment, fully close fume hoods and shut off any gases
- Re-enter ONLY when directed by recognized authority



# NIU EMERGENCY RESPONSE GUIDE



### FIRE

#### EVACUATE

- If unable to extinguish flame with fire extinguisher, activate nearest fire alarm or call 911
- Assist person with disabilities
- Evacuate and move to the designated assembly point
- For individual accountability, report to designated officials at assembly point
- Re-enter ONLY when directed by recognized authority
- Report all fires, regardless of size



### SHOOTING INCIDENT

#### RUN, HIDE, FIGHT

- Run - Get to a safe location then call 911  
*If you can't run, then:*
- Hide - Find a safe place, lock or barricade door, turn off lights, close blinds, get down, and take cover. Call 911 if it can be done without revealing your location. Put cell phone on silent.  
*If you can't run or hide, then:*
- Fight - Utilize everything you can as a weapon and fight with everything you have



### MEDICAL EMERGENCY

#### STAY CLEAR

- If trained, administer CPR/First Aid/Automated External Defibrillator (AED) and call 911
- If not trained, stay clear of the area where the emergency has occurred
- Direct first responders to the location of the medical emergency
- Re-enter ONLY when directed by recognized authority



### SUSPICIOUS PACKAGES

#### STAY CLEAR

- Always report unusual or suspicious mail or packages to NIU Police and Public Safety
- Do not touch the item
- Do not operate any electrical devices, cellular phones, light switches, or any radio frequency producing devices
- Re-enter ONLY when directed by recognized authority

**For More Emergency Information  
Please Visit <http://niu.edu/emergencyinfo/>**

# EMERGENCY RESPONSE GUIDE



**Northern Illinois  
University**

TO: NIU Community

FROM: Lisa C. Freeman  
Acting President

RE: Emergency Response Guide

At NIU, we pride ourselves on our emergency preparedness.

It is woven into the fabric of day-to-day life on campus, such as the extensive training opportunities in emergency response skills such as basic life support (CPR) and first aid, or the fact that all of our police officers are trained as emergency medical technicians.

However, there are things that all of us can do to better prepare for emergencies so that when they arise we are all prepared to react quickly and effectively.

The university's Emergency Response Guide provides basic information and recommended responses to a wide array of potential emergencies. I am asking all supervisors to print out this guide, review its content with employees, and fill out the sections that pertain to the specific building concerning your department.

Thorough review and complete information are keys to effective emergency planning at all levels, and I ask that all employees take this task seriously. Copies of this guide will be available on the NIU website at [go.niu.edu/erguide](http://go.niu.edu/erguide).

Over the last several years, we have distributed this guide to the NIU community. Many constructive suggestions for improvement have been received and incorporated into this version. Recognizing that no single set of instructions can anticipate all potential emergencies, I urge you to provide feedback on this publication by sending confidential comments and/or suggestions to [niupd@niu.edu](mailto:niupd@niu.edu). Thank you for contributing your time and effort to helping make NIU a safe and secure campus.

# Emergency Contacts

Police/Fire/Rescue	911 *
Police Non-Emergency	815-753-1212
Counseling and Consultation Services	815-753-1206
Employee Assistance Program	815-753-9191
Information Technology Services	815-753-8100
Heating Plant	815-753-1151
Work Order	815-753-1741
Weather Hotline	815-753-OPEN (815-753-6736)
Huskie Patrol	815-753-9658
Huskie Safe Line	815-753-2222
Tipline (to report suspicious activity)	815-753-TIPS (815-753-8477)
NIU Home Page	<a href="http://www.niu.edu">www.niu.edu</a>

\*If calling from a cell phone, calls may be routed to a police agency outside of immediate area.

# Building/Residence Hall Emergency Info

MY BUILDING/RESIDENCE HALL \_\_\_\_\_

Fire alarms are located \_\_\_\_\_

Fire extinguishers are located \_\_\_\_\_

Emergency exits are located \_\_\_\_\_

Tornado shelters are located \_\_\_\_\_

Defibrillators are located \_\_\_\_\_

Person(s) trained in CPR \_\_\_\_\_

Evacuation meeting place \_\_\_\_\_

People needing help during evacuation \_\_\_\_\_

Nearest emergency call box is located \_\_\_\_\_

Nearest weather radio is located \_\_\_\_\_

Public Access First Aid Kit is located \_\_\_\_\_

# Weather Closing Information

Information regarding weather closing at NIU's DeKalb, Hoffman Estates, Naperville, Rockford, Lorado Taft, and Chicago MBA campuses is available via a variety of resources:

## **Toll-Free Weather Status Hotline**

- Local residents, dial 815-753-OPEN (815-753-6736)
- Long distance callers, dial 1-888-4NIU-OPEN (1-888-464-8673)

## **The NIU Homepage**

Any notices will be prominently posted on the university homepage at [www.niu.edu](http://www.niu.edu).

## **Local Media**

News of University closings are sent out using our main website at [www.niu.edu/weather](http://www.niu.edu/weather), social media, and local broadcast television and radio stations.

# Medical Emergency

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health.

Call 911. While you wait for help to arrive the following procedures may be of great help to the Emergency Responders, the patient, and you:

- Provide first aid to the best of your ability.
- Use precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient is unresponsive, begin cardiopulmonary resuscitation (CPR). Perform hands-only CPR if not trained. For CPR training go to [www.redcross.org](http://www.redcross.org).
- Stay calm and reassure the patient that help is on the way.
- Make the patient as comfortable as possible.
- Clear the area for emergency responders if possible.
- If possible, identify any medication the patient is prescribed.
- If someone is available and willing to help, ask them to meet the Emergency Responder and guide them to the patient.

# Mental Health Emergency

**In the event of a mental health emergency, constituting an immediate threat to self or others, call 911.**

In non-emergency situations, refer students to the Counseling and Consultation Services Center, 815-753-1206; refer faculty and staff to the Employee Assistance Program, 815-753-9191. If appropriate, walk the student over to the Counseling Center located in the Campus Life Building at 545 Lucinda Avenue or the faculty/staff member to the Employee Assistance Program located on the 7th floor of the Holmes Student Center at 600 Lucinda Avenue.

- Express your concerns directly to the individual.
- Make referral in the presence of the individual and offer to accompany them.
- Watch for changes in behavior:
  - significant changes in academic or work performance;
  - changes in hygiene, speech, attentiveness or social interaction;
  - changes in eating or sleeping patterns;
  - excessive drinking or drug use;
  - severe loss of emotional control;
  - high levels of irritability;
  - impaired speech or garbled/disjointed thoughts;
  - excessively morbid, violent or depressing themes in written assignments;
  - expression of suicidal or violent thoughts.

Concerns for a student's emotional well-being should be reported to the NIU Counseling and Consultation Services Center regardless of whether or not the student wishes to seek services. Staff at the Counseling Center are available during regular business hours to consult with you on how to best handle a situation with a student. Concerns for the emotional well-being of a staff or employee should be reported to the Employee Assistance Program. Call 911 immediately to report any violence or threat of violence.

# Menacing Behavior

Menacing behavior is expressing or showing an intention to inflict, or threatening to inflict, harm or injury upon someone or something.

- Emergencies **Call 911**, NON-Emergencies call the NIU Police at 815-753-1212.
- Have someone else call if you are unable to do so.
- Provide the address, location, and all possible details to the dispatcher.
- **Do not** provoke or become involved in the disruptive behavior.
- **Do not** argue, yell or joke with the individual.
- Limit eye contact with the individual.
- Stay out of arm's reach of the individual.
- Do not touch the person.
- If the disturbance is outside and you're inside, remain inside and stay away from doors and windows.
- Do not allow menacing behavior to go unreported. Alert the NIU Police Department.

Refer to the Shooting Incident section of this Emergency Response Guide for additional information on violent behavior.



# Shooting Incident

This type of incident is unpredictable, and your immediate response depends on the situation you encounter.

Call 911 if you can.

1. Run – Evacuate to a safe area away from the danger and take protective cover; notify anyone you may encounter to do the same.
2. Hide – If not safe to evacuate, go to the nearest room.
  - Lock and block the doors.
  - Turn off the lights.
  - Stay away from doors and windows.
  - Keep quiet. Silence your phone.
  - Stay there until assistance arrives.
3. Fight – If unable to evacuate or seek a secured location then fight with everything you have in order to save your life.
4. Individuals not in harm's way are to take protective cover, staying away from windows and doors until notified otherwise.

# Explosions

- Call 911 from a landline or emergency call box.
- Remain calm.
- Do not use cell phone, electronic devices, or any electrical device that could spark further explosions.
- Immediately seek cover in a safe place or evacuate if safe to do so.
- Do not use elevators in case of fire.
- If able to get outside, move to a distance of at least 500 feet away from the blast.
- Do not return to the area.
- If trapped, signal for help by any means available.

If a fire alarm sounds, then complete evacuation is required. Close doors and windows as you leave if feasible. Walk, do not run, to the nearest stairway exit and proceed to ground level.

The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building. Notify police and/or firefighters on the scene if you suspect someone may be trapped inside the building.

# Suspicious Mail/Packages

Following are recommendations for you if a suspicious package or object is encountered:

- Do not use a cell phone as it can trigger an explosive device.
- Call 911 from a landline or emergency call box.
- Evacuate others from the immediate area.
- If you are holding a suspicious package/object, gently set the item down on a solid surface or on the floor. If there is powder or liquid, try to set item down in a container such as a trash can or a bucket.
- Leave the immediate area.
- If you see a suspicious package/object, do not physically touch the object.
- Move away from suspicious items.
- Follow police instructions.

Signs of a suspicious package:

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

# Potential Explosive Device

**All bomb threats are to be taken seriously. Call 911 immediately if you receive a bomb threat.**

- Call 911 from another location or emergency call box.
- Remain calm.
- Do not use a cell phone or other communication device.
- Do not operate any light or power switches.

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Check for caller ID information. Ask the caller:

- Where is the bomb located? (Building, floor, room, etc.)  
\_\_\_\_\_
- When will it go off?  
\_\_\_\_\_
- What does it look like?  
\_\_\_\_\_
- What kind of bomb is it?  
\_\_\_\_\_
- What will make it explode?  
\_\_\_\_\_
- Did you place the bomb?    Yes    No  
\_\_\_\_\_
- What is your name and address?  
\_\_\_\_\_

If you receive a bomb threat in written form:

- Call 911 immediately.
- Do a quick visual inspection of your area. Do not touch or move any suspicious objects.
- Do not use radios, pagers, or cell phones as they can trigger an explosive device.
- Do not let others handle the written threat. Secure the written threat in a plastic baggie or envelope for law enforcement.
- If you are told to evacuate the area by authorized emergency personnel, take your notes about the threat with you.
- Follow your department's evacuation procedures:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Fire

- Alert people in the immediate area of the fire, and evacuate.
- Confine the fire by closing doors as you leave.
- Activate a fire alarm by pulling on an alarm box.
- Call 911 or use an emergency call box to report the location and size of the fire. Always call from a safe location.
- Evacuate the building. Do not use elevators unless directed to do so by authorized emergency personnel.
- Do not re-enter the building until authorized emergency personnel give the “all clear” signal.
- If you notice smoke or fire in your path, use alternative exit routes.
- If heat or flames block your exit routes, stay in the room with the door closed. Consider ways to signal for help.
- If trapped, call 911 if possible to advise of your location.
- Report all fires, even those which have been extinguished, by calling 911.

Upon discovery of fire or smoke:

**R**escue: Remove persons in immediate danger!

**A**larm: Alert others and Emergency Services.

**C**ontain: Contain fire and smoke (close doors).

**E**xtinguish: Extinguish and/or evacuate.

Nearest fire extinguisher \_\_\_\_\_

Note: There are different types of fire extinguishers for use on different types of fires. Familiarize yourself with the type and operation of fire extinguishers in your work area.

If you **MUST** use a fire extinguisher:

**P**ull the safety pin on the grip handle.

**A**im the nozzle at the base of the fire.

**S**queeze the handles all the way together.

**S**weep the extinguisher from side to side.

# Hazardous Materials

Placards or signs are posted outside all rooms containing hazardous materials.

## Chemical Spills

Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill and no trained individuals are in the area:

- **Call 911.**
- **Do not** walk into or touch any spilled material.
- Avoid inhaling fumes, smoke and vapors, even if no hazardous materials are involved.
- **Isolate** the area by sealing it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Turn off space heaters and extinguish open flames in the area.
- **Evacuate** the affected area or building and do not re-enter the area until told to do so by authorized emergency personnel.
- Most chemicals are odorless so remember just because you can't smell it doesn't mean it's not harming you.

## Radioactive Materials

Radioactive materials are utilized in some campus laboratories. Those that might be encountered are considered low-level sources of radiation and pose a minimal threat when properly stored or handled. If you encounter what you believe to be radioactive material:

- **Call 911.**
- **Do not** touch the material.
- **Isolate** the area by sealing it off or closing doors.
- Notify people in neighboring offices and classrooms.

## Radiation Emergency

NIU is located in a region with several nuclear power plants. In case of a radiation leak that affects NIU, listen to Emergency Alert System (EAS) announcements which will be broadcast via radio and television (previously known as the national Emergency Broadcast System).

# Evacuation

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

## Evacuation Procedures

- Remain calm.
- Evacuate in a safe and orderly manner.
- Gather personal belongings (medication, keys, purses, etc.), but only if safe to do so.
- **Do not** use elevators unless authorized emergency personnel tell you to do so.
- Turn off all electronics, including computers if time permits.
- Provide assistance for those with disabilities. Refer to the Evacuation Procedures for Persons with Disabilities section of this Emergency Response Guide.
- Go to the identified assembly area which should be at least 500 feet away from the building unless directed to another location by the NIU police or properly identified emergency personnel.
- Remain with your class/office so a full accounting can be made.
- Notify NIU police or emergency personnel of any missing or trapped persons.
- Follow all directions from the NIU Police or other authorities present.

My identified Evacuation Assembly Area is: \_\_\_\_\_

# Evacuating Persons With Disabilities

Instructors and supervisors should be proactive and be aware of people who will need assistance.

## **Assisting Blind/Visually Impaired:**

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and alert him/her to obstacles along the way.

## **Assisting Deaf/Hearing Impaired:**

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

## **Assisting Mobility-Impaired/Wheelchair Users:**

- Elevators **should not** be used to move people with disabilities.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance.
- One individual should remain with the person(s) if it can be done without unreasonable personal risk.
- Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury or obstruction):

- Go the nearest area where there are no hazards.
- Call 911.
- Signal out the window to emergency responders if possible.
- Remain calm.



# Utilities/Power Outage

In the event of a major utility failure, call Work Order Desk at **815-753-1741** if between 7:30 a.m. and 4:00 p.m. Monday through Friday. At all other times, contact the Heating Plant at **815-753-1151**. Or contact NIU Police at **815-753-1212**.

- Remain calm; move cautiously to a lighted area.
- Turn off and unplug computers and other voltage-sensitive equipment.
- Provide assistance to others if necessary.

## Electrical Outage

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

## Gas Leak/Unusual Odors

- **Call 911.**
- Cease all operations immediately.
- Evacuate as soon as possible.
- Do not use cell phones or other electronic equipment.
- Do not switch lights on or off.

## Flooding/Plumbing Failure

- Cease using all electrical equipment.
- Avoid contact with the water.
- Evacuate the building.

# Weather Emergencies

All campus buildings are equipped with a weather radio which broadcasts severe weather watches and warnings.

Report any serious injury/damage to the 911 dispatcher. Call 815-753-1212 for minor injury/damage.

**WATCH:** Conditions are favorable for the development of severe weather in the area. Everyone should closely monitor the campus weather radio, especially as conditions deteriorate.

**WARNING:** Life-threatening weather has been observed or detected by radar, and is a substantial threat to the area.

## Thunderstorms

- Frequently have high winds, cloud-to-ground lightning, heavy rain, and can produce tornados, large hail, and flooding.
- **Stay indoors away** from windows to reduce injury from flying glass.
- Minimize use of electric appliances.
- Stay off landline telephones and cell phones with power cords attached.

## Tornados

- **Outdoor warning sirens** are an alert that a significant severe weather event is imminently likely. They are not intended to be heard indoors.
- **Seek shelter immediately** in designated shelter locations or go to the lowest floor of the building, away from windows and doors. This reduces your chance of being hit with flying objects.
- **Do not** go outdoors to see the storm. Trained storm spotters will be monitoring the situation.
- If you are in a vehicle, leave it and seek shelter in a sturdy building if practical; otherwise, drive at right angles to the tornado. If the tornado is moving east, drive south.
- Once the storm has cleared, using 911 if there are serious injuries or damage; otherwise, call 815-753-1212.

## Floods

- Secure vital equipment, records, and chemicals. Shut off all electrical equipment. Secure all laboratory experiments.
- Move to **higher, safer ground**.
- **Do not** return to your building unless you have been instructed to do so by the NIU Police Department or emergency personnel.
- During a flood, **DO NOT** attempt to wade or travel through the water. Even small amounts of water can be very dangerous.

# Shelter in Place

A shelter in place is ordered any time it is unsafe to leave the building. A shelter in place will be ordered by the NIU Police Department or other designated authority. You may be notified of a shelter in place by various means including public address systems, paging notification systems, mass e-mails, text messaging, telephone notification or other means available based on the circumstances of the incident.

## **During a Shelter in Place you should:**

- Remain calm.
- Remain in your assigned area so a full accounting can be made of everyone inside of the building.
- Close and lock doors. Stay away from all windows and doors. Turn off all lights and remain silent. Silence all cell phones. Do not use cell phones except for emergency notification to call 911.
- Move to a location in the room which is not visible to someone looking through the door. If gunshots are heard everyone should move to the floor.
- Students and staff in hallways or other open areas must proceed immediately to a classroom or office where they can safely be locked in. If a classroom or office door is locked, go to the next closest available room to take shelter.
- If you see someone other than emergency personnel attempting to enter the building notify **911 immediately**.
- **NO ONE SHOULD LEAVE THE SECURED ROOM UNTIL DIRECTED TO DO SO BY THE AUTHORIZED EMERGENCY PERSONNEL.**
- If the building becomes unsafe, evacuate if safe to do so.

# Emergency Communications

During emergencies, NIU's crisis communications protocol calls for speedy notification of emergency responders and all members of the campus community. The various communication resources that can be used in a given situation include:

## Public address systems

There are 52 buildings on campus equipped with public address speakers. Buildings have also been equipped with an IT public address system which can be displayed on university media equipment.

## Broadcast voicemail

Available to All NIU faculty and staff with voice mailboxes.  
(3,000+ current users)

## Emergency Text Messaging

Available to all students, faculty & staff. For registration instructions go to: [www.niu.edu/alerts](http://www.niu.edu/alerts). If you need assistance, call ITS Helpdesk at 815-753-8100.

## Everbridge app

To register go to: <https://www.niu.edu/emergencyinfo/register/>

## Broadcast e-mail

All students, faculty and staff are subscribed.

## Web site

[www.niu.edu](http://www.niu.edu)

## Emergency/Weather hotline

815-753-OPEN (815-753-6736)

## DeKalb Emergency Sirens

*Weather:* 3-minute steady tone

*Siren Test Times:* Sirens are tested on the first Tuesday of each month at 10 a.m.

*Civil defense:* 3-minute slow, up-and-down oscillating wail

*Other emergencies:* 3-minute fast, oscillating wail

## Weather Radios

Campus buildings are equipped with weather radios that issue loud warnings about severe weather and civil emergencies. More than 200 radios are deployed across campus and may be activated by numerous state, federal and local disaster agencies as well as local law enforcement.

## EAS (Emergency Alert System)

The national system which supersedes the Emergency Broadcast System and is jointly administered by the FCC, FEMA, and the National Weather Service. The system broadcasts emergency alerts via radio and television.

## Media

Visit [www.niu.edu/weather](http://www.niu.edu/weather) for a complete list of television and radio stations.

# Emergency Planning And Training Resources

**Counseling and Consultation Services** 815-753-1206

**Disability Resource Center** 815-753-1303  
Evacuating persons with disabilities

**Environmental Health and Safety** 815-753-0404

Provides resources and training on a variety of topics including:

- Asbestos Awareness
- Bloodborne Pathogen (including needle safety)
- Hazard Communication
- AED (automatic external defibrillator) Distribution & Maintenance
- Spill Pollution Control and Countermeasure
- Fire Safety (including training on the use of fire extinguishers)
- Occupational Health and Safety
- Respiratory Training
- Fit Testing

**Human Resource Services** 815-753-9191  
Employee Assistance Program

**Information Technology (DoIT)** 815-753-0963  
Provides information on technology available for emergency response.

**Laboratory Safety** 815-753-9251

Provides training on topics including:

- Chemical Safety
- Laser Safety
- Radiation Safety
- Biological Safety

**NIU Police and Public Safety/  
Office of Emergency Management and Planning** 815-753-1212

Provides resources and training on a variety of topics including:

- Emergency Preparedness
- Crime Prevention
- Alcohol Education
- CPR and First Aid
- Sexual Assault Awareness
- Bank Fraud Scam Prevention
- Cyber Crimes
- Anti-Drug Education

**Recreation and Wellness** 815-753-9755

- Alcohol/drug education
- Bystander/violence prevention education
- Sexual assault prevention education