

Emergency Contacts

Police/Fire/Rescue	911
Police Non-emergency	815-753-1212
Interpersonal Violence Response Team	815-753-6102
Student Counseling & Development	815-753-1206
Employee Assistance & Wellness	815-753-9191
Information Technology Services	815-753-8100
Heating Plant	815-753-1151
Weather Hotline	815-752-OPEN (815-752-6736)
Huskie Student Patrol	815-753-9658
Late Night Ride service	815-753-2222
Tipline (to report suspicious activity)	815-753-TIPS (815-753-8477)
NIU Home Page	www.niu.edu

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 _____

Weather Closing Information

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

Toll-Free Weather Status Hotline

- Local residents, dial 815-752-OPEN (815-752-6736)
- Long distance callers, dial 1-888-4NIU-OPEN (1-888-464-8673)
- Local TDD callers, dial 815-753-9703
- Long distance TDD callers, dial 1-888-NIU-WTHR (1-888-648-9847)

The NIU Homepage

Refer to the notice prominently posted on the university homepage at www.niu.edu.

Local Media

News of university closings are broadcast via radio and television stations throughout the region. Visit <http://www.niu.edu/weather/> for detailed information.

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.

After you have called 911, there are several things you can do until Emergency Responders arrive. These simple procedures will greatly aid the Emergency Responders and the patient they will treat.

- Notify the NIU Police Department at 911 immediately. The NIU Police Department will notify Emergency Responders.
- 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 pulseless and non-breathing, begin cardiopulmonary resuscitation (CPR), but only if you have been trained in this life-saving technique.
- Stay calm; do not get excited. Then 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.
- Have someone meet the NIU Police Department and direct/lead them to the patient.

Mental Health Emergency

In the event of mental health emergency, constituting an immediate threat to self or others, notify NIU Police at 911.

In non-emergency situations, refer students to the Counseling and Student Development Center, 815-753-1206; refer faculty and staff to Employee Assistance and Wellness, 815-753-9191. If appropriate, walk the individual over to the Counseling Center or the Employee Assistance Office.

- 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 Student Development 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. Report any violence or threat of violence to the NIU Police immediately at 911.

Menacing Behavior

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

- **Call 911** or if not an emergency 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.
- **De-escalate** the situation if possible; if not possible, get to a safe place.
- **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, stay away from doors and windows. Remain inside.
- Do not allow menacing behavior to go unreported. Alert the NIU Police Department.

Refer to the Shooting Incident section of this Crisis Management guide if the individual begins using a weapon or gunshots are fired.

Shooting Incident

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

If it is possible to do so safely, exit the building immediately, moving away from the immediate path of danger, and take the following steps:

Call 911 if you can.

1. Evacuate to a safe area away from the danger and take protective cover; notify anyone you may encounter.
2. If not safe to evacuate, go to the nearest room.
 - Close and lock the door.
 - Turn off the lights.
 - Stay away from doors and windows.
 - Keep quiet.
 - Stay there until assistance arrives.
3. 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.
- Remain calm.
- 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.
- Leave the building and move away from it.
- Do not use cell phone, electronic devices or any electrical device that could spark further explosions.
- If trapped, signal for help.
- Do not use elevators.

When a fire alarm sounds, 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 after the alarm stops. Notify police and/or firefighters on the scene if you suspect someone may be trapped inside the building.

Suspicious Mail/Packages

If you see or are holding a suspicious package/object:

- 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.
- 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, for example a trash can or bucket.
- Leave the immediate area.
- Do not physically touch the object.
- Move away from suspicious items.
- Follow police instructions.

Potential Explosive Device

All bomb threats are to be taken seriously. Notify NIU Police at 911 immediately.

- 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:

- When is the bomb going to explode?

- Where is the bomb?

- What does it look like?

- What kind of bomb is it?

- What will cause it to explode?

- Did you place the bomb?

- What is your name and address?

If you receive a bomb threat in written form:

- Notify NIU Police at 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.
- If you are told to evacuate the area by authorized emergency personnel, take your notes about the call with you.
- Follow your unit'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.
- Notify NIU Police at 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 possible, call 911 to advise authorities you are trapped in the building.
- Report all fires, even those which have been extinguished, to NIU Police at 911.

Nearest fire extinguisher _____

If you MUST use a fire extinguisher:

Pull the safety pin on the grip handle.

Aim the nozzle at the base of the fire.

Squeeze the handles all the way together.

Sweep the extinguisher from side to side.

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.

Hazardous Materials

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

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:

- Notify NIU Police at 911.
- **Do not** walk into or touch any spilled material.
- Avoid inhaling fumes, smoke and vapors, even if no hazardous materials are involved.
- Call Building Services as soon as possible to turn off building HVAC.
- **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 minimal threat when properly stored and handled. If you encounter what you believe to be radioactive material:

- Notify NIU Police at 911.
- **Do not** touch the material.
- **Isolate** the area by sealing it off or closing doors.
- Notify people in neighboring offices and classrooms.
- Call Building Services as soon as possible to turn off building HVAC.

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.
- Provide assistance for those with disabilities. Refer to the Evacuation Procedures for Persons with Disabilities section of this Crisis Management 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.
- Notify NIU Police at 911.
- Signal out the window to emergency responders if possible.
- Remain calm.

Utilities/Power Outage

In the event of a major utility failure, call Building Services at **815-753-1147** if between 7 a.m. and 4:30 p.m. Monday through Friday. At all other times, contact the Heating Plant at **815-753-1151**. Or contact NIU Police at **911**.

- 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

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

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 news of severe weather watches and warnings.

Report any injury/damage to the 911 dispatcher. Provide them as much information as possible to respond to the emergency.

WATCH: Conditions are favorable for the development of severe weather in the DeKalb area. Everyone should closely monitor the campus weather radio in case it gets worse.

WARNING: Severe weather has actually been observed, and there is an imminent threat to the DeKalb area. Listen closely to instructions provided by weather radios/emergency officials.

Thunderstorms

- Frequently have high winds, cloud-to-ground lightening, heavy rain, and can produce tornados.
- **Stay away** from windows and draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances.

Tornados

- **Sirens** mean that there is a **TORNADO WARNING**, and you should **seek shelter immediately** in designated shelter locations.
- Stay away from windows and doors to prevent injury from glass or other flying objects.
- **Do not** go outdoors to see the storm. Trained storm spotters will be monitoring the situation.
- If you are in a vehicle, seek shelter in a building, ditch, or other safe place. Automobiles are very dangerous during high winds.
- Once the storm has cleared, notify NIU Police at 815-753-1212 of any damages or injuries.

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.
- If flood water rises, **do not** attempt to wade or travel through the water. Even small amounts of water can be very dangerous.

Lockdown

A lockdown is ordered any time it is unsafe to leave the building. A lockdown will be ordered by the NIU Police Department or other designated authority. You may be notified of a lockdown 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 Lockdown 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. Do not use cell phones except for emergency notification to NIU Police at 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 personal 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 building becomes unsafe, evacuate if safe to do so.

H1N1 Influenza

H1N1 flu is contagious. It is caused by a virus that spreads from human to human, generally in the same way that seasonal flu spreads. Flu viruses are transmitted mainly through coughing or sneezing by people with influenza. Symptoms are similar to those of seasonal flu including fever, sore throat, body aches, cough, headache, chills, fatigue and occasional nausea and diarrhea. The illness typically takes one week or longer to completely run its course.

People can spread the H1N1 virus before they develop flu-like symptoms, so take precautions even if you don't think you (or anyone around you) are sick.

To limit the spread of H1N1 and other viruses, you should:

CLEAN. COVER. CONTAIN.

Clean

- Practice good hand hygiene by washing your hands with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners also are effective.

Cover

- Practice respiratory etiquette by covering your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Avoid touching your eyes, nose, or mouth; germs are spread this way.

Contain

- Know the signs and symptoms of the flu. A fever is a temperature, taken with a thermometer, that is equal to or greater than 100 degrees Fahrenheit or 38 degrees Celsius. Look for possible signs of fever – if the person feels very warm, has a flushed appearance, or is sweating or shivering.
- If you have flu or flu-like illness, stay home for at least 24 hours after you no longer have a fever (100 degrees Fahrenheit or 38 degrees Celsius) or signs of a fever (have chills, feel very warm, have a flushed appearance, or are sweating). This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen). Don't go to class or work. Report your absence through normal procedures.
- Talk with your health care providers about whether you should be vaccinated for seasonal flu. Also if you are at higher risk for flu complications from 2009 H1N1 flu, you should consider getting the H1N1 vaccine when it becomes available. People at higher risk for 2009 H1N1 flu complications include pregnant women and people with chronic medical conditions (such as asthma, heart disease, or diabetes).

Check the following websites regularly for updates:

<http://www.niu.edu/flu>

<http://www.flu.gov>

<http://www.cdc.gov>

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

Grant, Neptune & Stevenson residence halls
Founders Library
Holmes Student Center

Broadcast voicemail

Available by subscription
(3,000+ current users)
Call 815-753-8100 to subscribe.

Emergency Text Messaging

Available by subscription at
www.niu.edu/alert/
or call 815-753-8100 to subscribe.

Broadcast e-mail

All students, faculty & staff are subscribed.

Web site

www.niu.edu

Emergency/Weather hotline

815-752-OPEN (815-752-6736)
815-753-9703 (TTY)

DeKalb Emergency Sirens

Weather: 3-minute steady tone

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

Other emergencies: 3-minute fast, oscillating wail

Weather Radios

All campus buildings are equipped with weather radios that issue loud warnings about severe weather and civil emergencies. More than 175 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 and which broadcasts emergency alerts via radio and television.

Media

Visit <http://www.niu.edu/weather/> for a complete list of television and radio stations.

Emergency Planning And Training Resources

Access-Ability Resources, Center for Evacuating persons with disabilities	815-753-1303	Health Enhancement Alcohol/drug education Interpersonal violence prevention education	815-753-9755
Counseling and Student Development	815-753-1206	Human Resource Services Employee Assistance and Wellness	815-753-9191
Environmental Health and Safety Provides resources and training on a variety of topics including: Asbestos awareness Biological safety (including needle safety) Chemical safety CPR/first aid/AED (automatic external defibrillator) Environmental safety Fire safety (including training on the use of fire extinguishers) Occupational health and safety Laser safety Radiation safety Weather safety	815-753-0404	ITS Telecommunications Provides information on technology available for emergency response.	815-753-0963
		Public Safety/Office of Emergency Management and Planning 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	815-753-1212