



## EMERGENCY COMMUNICATIONS

### AU Campus Public Safety:

- » Emergencies: Dial **630-844-5450, 911** or ext. 555 from a university phone.
- » Nonemergencies: Dial **630-844-6140** or ext. 6140 from a university phone.  
*For more detailed information not listed on this card, contact Campus Public Safety.*

### Communications:

- » Emergency information on campus is communicated via Emergency Alerts. Make sure your information is up-to-date.
- » RAVE notifications are sent by text and email and posted on the AU website.



## MEDICAL EMERGENCY

- » Contact Campus Public Safety at **630-844-5450** or dial **911**.
- » Provide location, description of emergency or injury, and number of people injured. Remain on the line with the emergency dispatcher.
- » Answer all questions the dispatcher asks to the best of your ability. This information could save a life.



## FIRE

- » If you discover a fire, pull a fire alarm immediately, evacuate the building, and call 911.
- » If a fire alarm is activated, it is mandatory that you leave the building immediately, no exceptions.
- » If you are caught in smoky conditions, stay low and crawl out toward building exits.
- » Do not reenter the building until emergency responders tell you it is safe.



## TORNADO/SEVERE WEATHER

**Tornado Warning:** When the siren sounds or a tornado has been sighted.

- » Evacuate to the lowest level of a building or in a designated severe weather shelter.
- » Move away from glass and areas with windows.
- » If no shelters are in your building, move to an area with no windows or interior hallway.
- » Remain sheltered until an Emergency Alert "all clear message" is sent.



## PERSONAL SAFETY

- » Be observant of your surroundings and travel in well-lit areas.
- » Always walk with a friend or two. Never walk alone.
- » Familiarize yourself with campus buildings and evacuation routes.
- » Do not post personal or private information on social websites.



## HOSTILE INTRUDER

**Run:** If you can do so safely, run.

- » Evacuate away from the location of the intruder.
- » Stay close to walls and avoid wide-open spaces.
- » Seek safety shelter and make proper notifications (call 911).

**Hide:** Shelter in place and secure your immediate area.

- » Lock and/or block the door.
- » Turn off the lights and close the blinds.
- » Silence your cell phone if you are not in communication with authorities.
- » Turn off any source of noise (e.g., radios, TVs).
- » Keep yourself calm, quiet, and out of sight.
- » Hide behind large objects (e.g., concrete walls, desks, filing cabinets).

**Fight:** Your life depends on it. Commit to your actions.



## SECURE BUILDING

This precautionary step is initiated when there is a hazard outside of the building.

- » Close and lock classroom doors and continue teaching.
- » If outside, move back to your classroom and continue activities inside. Building access may be limited.
- » Take attendance, notify Campus Public Safety of missing or extra students.
- » If instructed, close blinds/shades.
- » Listen for further announcements/directions.
- » If the fire alarm is pulled, evaluate the situation, and plan an escape route. Stop and assess at all transitions.



## WHAT TO REPORT

- » Suspicious packages or hazardous materials.
- » What has happened and an incident description.
- » Your specific location (building name and office/room number).
- » Number of people at your location.
- » Number of injured, types of injuries.
- » If applicable, assailant(s):
  - Location
  - Number of suspects
  - Physical features, gender and race
  - Clothing descriptions (e.g., backpack, shirt color, coat)
  - Types of weapons involved (if known)
  - Identity of the intruder