# Waubonsee’s Emergency Preparedness and Safety: A Guide for Students and Community Members

Waubonsee’s *Emergency Preparedness and Safety: A Guide for Students and Community Members* is designed to provide students and community members with easily accessible, basic information on recommended responses to an array of potential emergencies. Please keep a copy in a location where you can quickly access it in the event of an emergency. Copies of this guide are available on Waubonsee’s website at [http://www.waubonsee.edu/safety/](http://www.waubonsee.edu/safety/).

Waubonsee's commitment to campus safety and to the well-being of students, faculty and staff is comprehensive. That commitment includes on-campus safety and security in addition to emergency response plans. Should you have any questions regarding Waubonsee’s *Emergency Preparedness and Safety: A Guide for Students and Community Members*, please contact John Wu, Director of Emergency Management and Safety at (630) 466-6629.

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contacts</td>
<td>2</td>
</tr>
<tr>
<td>Building Coordinators</td>
<td>3</td>
</tr>
<tr>
<td>Emergency Notifications</td>
<td>4</td>
</tr>
<tr>
<td>Evacuation Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Fire</td>
<td>6</td>
</tr>
<tr>
<td>Medical and First Aid</td>
<td>7</td>
</tr>
<tr>
<td>Mental Health Emergency</td>
<td>8</td>
</tr>
<tr>
<td>Threatening Behavior</td>
<td>9</td>
</tr>
<tr>
<td>Violent Crime in Progress</td>
<td>10</td>
</tr>
<tr>
<td>Bomb or Explosion</td>
<td>11</td>
</tr>
<tr>
<td>Weather Emergency</td>
<td>12</td>
</tr>
<tr>
<td>Chemical or Radioactive Spill</td>
<td>13</td>
</tr>
<tr>
<td>Utility Failure</td>
<td>14</td>
</tr>
<tr>
<td>Sugar Grove Campus Map</td>
<td>15</td>
</tr>
</tbody>
</table>
### Emergency

**Police/Fire/Rescue**  
9-1-1

### Waubonsee Police Department

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sugar Grove Campus</td>
<td>(630) 466-2552</td>
</tr>
<tr>
<td>Aurora Campus</td>
<td>(630) 906-4142</td>
</tr>
</tbody>
</table>

*The Waubonsee Police Department is located in Dickson Center on the Sugar Grove Campus and at the front desk at the Aurora Campus.*

### Police Non-Emergency

<table>
<thead>
<tr>
<th>Police</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kane County Sheriff</td>
<td>(630) 232-6840</td>
</tr>
<tr>
<td>Sugar Grove Police</td>
<td>(630) 466-4526</td>
</tr>
<tr>
<td>Aurora Police</td>
<td>(630) 256-5000</td>
</tr>
<tr>
<td>State Police District #2</td>
<td>(847) 931-2405</td>
</tr>
<tr>
<td>Plano Police</td>
<td>(630) 552-3122</td>
</tr>
</tbody>
</table>

### Waubonsee Counseling Resources

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling and Student Support</td>
<td>(630) 466-2361</td>
</tr>
<tr>
<td>Student Development</td>
<td>(630) 466-2590</td>
</tr>
<tr>
<td>Waubonsee Talk Line</td>
<td>(630) 264-0394</td>
</tr>
</tbody>
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### Area Hospitals

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provena Mercy Medical Center</td>
<td>(630) 859-2222</td>
</tr>
<tr>
<td>Rush-Copley Memorial Hospital</td>
<td>(630) 978-6200</td>
</tr>
<tr>
<td>Delnor Community Hospital</td>
<td>(630) 208-3000</td>
</tr>
<tr>
<td>Valley West Hospital</td>
<td>(815) 786-8484</td>
</tr>
</tbody>
</table>

### Campus Call Boxes

Sky blue emergency campus call boxes are located throughout the Sugar Grove Campus. Call Box locations are indicated on map on page 15.
In case of emergency, the offices below will coordinate initial response efforts.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>OFFICE</th>
<th>EXTENSIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUGAR GROVE CAMPUS: (630) 466-7900</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic and Professional Center</td>
<td>Dean for Business and Career Technologies</td>
<td>2264; 2263</td>
</tr>
<tr>
<td>Akerlow Hall</td>
<td>Dean for Health Professions and Public Service</td>
<td>2467; 2350</td>
</tr>
<tr>
<td>Auditorium</td>
<td>Dean for Community Education</td>
<td>5715; 2360</td>
</tr>
<tr>
<td>Auto Body</td>
<td>Assistant Professor, Auto Body Repair</td>
<td>2550</td>
</tr>
<tr>
<td>Bodie Hall</td>
<td>Dean for Communications, Humanities and Fine Arts</td>
<td>2925; 2921</td>
</tr>
<tr>
<td>Building A</td>
<td>Compensation and Benefits Manager</td>
<td>5727; 2718</td>
</tr>
<tr>
<td>Campus Operations</td>
<td>Building and Grounds Manager</td>
<td>2916; 2769</td>
</tr>
<tr>
<td>Ceramics</td>
<td>Dean for Communications, Humanities and Fine Arts</td>
<td>2925; 2921</td>
</tr>
<tr>
<td>Collins Hall</td>
<td>Dean for Developmental Education and College Readiness</td>
<td>5778; 5706</td>
</tr>
<tr>
<td>Dickson Center</td>
<td>Director for Accounting and Business Services</td>
<td>2913; 5747</td>
</tr>
<tr>
<td>Erickson Hall/Field House</td>
<td>Athletic Manager</td>
<td>2527; 2965</td>
</tr>
<tr>
<td>Henning Academic Computing Center</td>
<td>Computer and Media Services Manager</td>
<td>2384; 2573</td>
</tr>
<tr>
<td>Science Building</td>
<td>Dean for Mathematics and Sciences</td>
<td>2854; 2319</td>
</tr>
<tr>
<td>Student Center</td>
<td>Dean for Counseling and Student Support</td>
<td>2389; 2951</td>
</tr>
<tr>
<td>Von Ohlen Hall</td>
<td>Dean for Communications, Humanities and Fine Arts</td>
<td>2925; 2921</td>
</tr>
<tr>
<td>Weigel Hall</td>
<td>Dean for Health Professions and Public Service</td>
<td>2467; 2350</td>
</tr>
<tr>
<td><strong>AURORA CAMPUS: (630) 801-7900</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Services Manager</td>
<td></td>
<td>4199</td>
</tr>
<tr>
<td><strong>COPLEY CAMPUS: (630) 585-7900</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Services Supervisor</td>
<td></td>
<td>2825</td>
</tr>
<tr>
<td><strong>PLANO CAMPUS: (630) 552-7900</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Services Supervisor</td>
<td></td>
<td>2623</td>
</tr>
</tbody>
</table>

**Evening and Weekends:** Building Services Specialists and Campus Police Officers will coordinate emergency response during evening and weekend hours.
College officials will receive emergency warning via:
- Tri-Com Dispatching Services (9-1-1 Dispatch)
- Tornado Siren
- Lightning Detection System
- Weather reports from the National Weather Service
- Weather alert radios
- Alarm Detection Services alarm monitoring service
- Surveillance cameras
- Campus emergency phones, office phones or personal phones
- County emergency notification system (CodeRed)

College officials will disseminate emergency notifications to students via:
- Waubonsee Mass Notification System
- Waubonsee (Text/Voice) Alert System
- College computer network message
- Website and other social media
- Building alarms
- Media news releases
BUILDING EVACUATION
When the building fire alarm, building coordinator notification, or public address system is activated during an emergency:

1. Leave by the nearest marked exit and alert others to do the same. **Do not use elevators in cases of fire and/or utility failure.**

2. Assist the people with physical disabilities in exiting the building.

3. Once outside, proceed to a clear area at least 50 feet away from the building. Keep exit doors, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

**Do not** return to an evacuated building unless instructed by a college official or the Campus Police.

CAMPUS EVACUATION
Evacuation of campus grounds will be announced by a college official or the Campus Police. Immediately vacate the site and relocate as directed.
FIRE IDENTIFICATION
If you smell smoke or see an uncontrolled fire:

1. Alert people in the immediate area.

2. Evacuate all rooms, closing doors to confine the fire and reduce oxygen. Smoke is the greatest danger in a fire; stay near the floor where the air will be less toxic.

3. Activate a fire alarm pull station and evacuate the building.

4. CALL 9-1-1 IMMEDIATELY.

FIRE EVACUATION
When the building evacuation alarm is sounded:

1. Walk quickly to the nearest marked exit and alert others to do the same. Smoke is the greatest danger in a fire; stay near the floor where the air will be less toxic. Do not use elevators.

2. Assist the people with physical disabilities in exiting the building or move them to a designated area of safe refuge if safe evacuation is not possible.

3. Once outside, proceed to a clear area at least 50 feet away from the building. Keep fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building unless instructed by a college official.

WHEN EVACUATION IS NOT POSSIBLE
If you become trapped in a building, signal for help using a bright-colored towel or clothing at the nearest window. If no window is available, stay near the floor where the air will be less toxic and yell for help. Use a phone to call for help if possible, and try to give clear directions to your location.
MEDICAL AND FIRST AID

Minor injuries should be reported to the Campus Police. The Campus Police Department is located near the bookstore in Dickson Center and can be reached by calling (630) 466-2552. At the Aurora Campus, the Campus Police Department is in the lobby and can be reached at (630) 906-4142.

MEDICAL INTERVENTION NEEDED

If you observe someone in need of immediate medical attention:

1. **CALL 9-1-1 IMMEDIATELY.**

2. Do not attempt to move the victim unless he/she is in danger of further injury, or is exposed to a hazardous environment.

3. Properly trained individuals should begin CPR for an unresponsive victim who is not breathing. Use gloves and other personal protective equipment if available. Locate an Automated External Defibrillator (AED) and use it if trained to do so. Please refer to page 15 for AED locations.

4. Properly trained individuals should commence first aid while awaiting an ambulance. Avoid contact with the victim’s blood and other body fluids if possible.

5. Keep the person calm and comfortable.

6. If alcohol poisoning is suspected, keep the person awake.

7. Do not give the person fluids or medication while waiting for the ambulance.
EMERGENCY
If one is an immediate threat to self or others, CALL 9-1-1 IMMEDIATELY.

NON-EMERGENCY
In non-emergency situations, refer students to Counseling and Student Support at (630) 466-2951, the Dean for Counseling and Student Support at (630) 466-2389 or the Dean for Students at (630) 466-2363.

SIGNS THAT MENTAL HEALTH INTERVENTION MAY BE NECESSARY
- Significant changes in academic or work performance.
- Changes in hygiene, speech, attentiveness or social interaction.
- 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.
- Verbal expression of suicidal or violent thoughts.
EMERGENCY
If one is an immediate threat to self or others, **CALL 9-1-1 IMMEDIATELY.**

SUSPICIOUS BEHAVIOR
If you observe a suspicious person on campus, immediately notify Waubonsee Campus Police and report the incident.

If you are on the Copley Campus or Plano Campus, please report any immediate threats to the local police department by calling 9-1-1.

NON-EMERGENCY
In non-emergency situations, refer students to Counseling and Student Support at (630) 466-2951, the Dean for Counseling and Student Support at (630) 466-2389 or the Dean for Students at (630) 466-2363.

SIGNS OF THREATENING BEHAVIOR
Inappropriate disruptive, threatening or violent behavior can be defined as any act or behavior that:

- Is physically assaultive
- A reasonable person would perceive as obsessively directed, e.g., intensely focused on a grudge, grievance or irrational interest in another person and reasonably likely to result in harm or threats to persons or property
- Consists of a communicated or reasonably perceived threat to harm or in any way endanger the safety of a student, an employee or any other individual
- Would be interpreted by a reasonable person as having the potential for physical harm to a student, an employee or any other individual
- Is a behavior or action that a reasonable person would perceive as threatening or intended to provoke others
- Involves carrying or displaying weapons, destroying property or throwing objects in a manner reasonably perceived as threatening
- Consists of a communicated or reasonably perceived threat to destroy property
IF EXITING THE BUILDING IS POSSIBLE

1. Exit the building immediately.
2. Notify others as you exit the building.
3. Be aware of your surroundings, use cars and walls as cover.
4. Upon reaching a safe location, **CALL 9-1-1 IMMEDIATELY.**

IF EXITING THE BUILDING IS NOT POSSIBLE

1. Go to the nearest room or office, lock if possible.
2. Keep clear of windows.
3. Keep quiet and act as if no one is in the room. Turn off your cellphone ringer.
4. DO NOT answer the door.
5. **CALL 9-1-1 IMMEDIATELY.**
BOMB OR EXPLOSION

BOMB
If you observe a suspicious object or potential bomb:

1. Clear the area and **CALL 9-1-1 IMMEDIATELY**.
2. Do not handle the object or use cell phones; cell phones can detonate a bomb.
3. Quickly evacuate the building and alert others to do the same.
4. Assist the people with physical disabilities in exiting the building.
5. Once outside, proceed to a clear area at least 50 feet away from the building. Keep fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building unless instructed by a college official.

BOMB THREAT
If you receive news of a potential bomb threat, immediately contact Waubonsee Campus Police at (630) 466-2552.

EXPLOSION

1. Take cover under tables, desks and other sturdy objects.
2. After the effects of the explosion have subsided, **CALL 9-1-1 IMMEDIATELY**.
3. When the building evacuation alarm has sounded or when instructed by college officials, walk quickly to the nearest marked exit.
4. Assist the people with physical disabilities in exiting the building. Do not use elevators in case of fire.
5. Give your name and phone number to a college official before leaving the area.

Once outside, proceed to a clear area at least 150 feet away from the building or affected area while staying under cover, if possible. Keep exits, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

Do not return to an evacuated building or affected area unless instructed by a college official.
TORNADOES
If you are in a campus facility during a tornado warning:
- Look for designated shelters or use interior rooms, hallways and stairwells.
- Avoid areas with windows.
- Stay as close to the ground or floor as possible to avoid injury from flying debris.
- Remain calm and provide assistance to others in locating the designated shelter areas.
- No “all clear” signal will be provided. Gather more information before leaving shelters or wait until the warning has expired.

If you are outside when a tornado warning siren sounds, move to a campus building immediately.

LIGHTNING
If you are on campus when the Lightning Detection System sounds:
- A long steady siren will sound if lightning is likely at the Sugar Grove Campus.
- Stay in your car or move indoors.
- A cancellation siren consisting of five short blasts will sound when potential for lightning has passed.

WEATHER CLOSINGS
Should the college close due to weather or emergency, it will be communicated to the public, students, staff and faculty through one or more of the following methods:
- Waubonsee Alert System (text/voice message)
- The college’s website at www.waubonsee.edu.
- Local TV, radio stations, and social media such as Facebook and Twitter

Information will include:
- Indication of cancellation of day and/or evening classes.
- Campus or class locations that may be affected (i.e. Sugar Grove Campus, Aurora Campus, Copley Campus, Plano Campus or other extension sites).

Day class cancellations will normally be posted by 5:00 a.m. Evening class cancellations will normally be posted by 3:30 p.m. Do not call the college main number or the Campus Police office for school closing information. Check for the latest information before leaving home.

WINTER DRIVING
Campus Operations staff will make every effort to clear roadways and parking areas on campus during and after winter storms. However, area streets and roadways may remain hazardous or impassable due to snow accumulation, snow drifts or downed tree limbs. Students, faculty and staff should be guided by the weather closing information published by the school as well as news reports of road conditions where they live. Road condition information can also be located on the Illinois Department of Transportation website:
In the case of a chemical or radioactive material spill:

1. **CALL 9-1-1 IMMEDIATELY.**

2. Vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Waubonsee Campus Police.

3. If contaminated by a spill, wash the affected area(s) with water immediately, remove contaminated clothing and remain in the vicinity until emergency medical authorities can render first aid and provide decontamination.
If there is potential danger to building occupants, *CALL 9-1-1 IMMEDIATELY.*

Electrical power may be lost during and after storms. Faculty, Campus Operations personnel and the Building Coordinator or Campus Services Supervisors will jointly decide on whether to wait or to discontinue class.

**EMERGENCY**
When the building evacuation alarm is sounded:

1. Leave by the nearest marked exit and alert others to do the same. Do not use elevators.

2. Assist the people with physical disabilities in exiting the building.

3. Once outside, proceed to a clear area at least 50 feet away from the building. Keep exits, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

4. During inclement weather, move to an adjacent unaffected building and wait for instructions from a college official.

Do not return to an evacuated building unless instructed by a college official.