



EMERGENCY PROCEDURES

WAUBONSEE CAMPUS POLICE

Campus Police: (630) 466-2552

(All Campuses)

The Waubonsee Campus Police Department is located in Dickson Center at the Sugar Grove Campus, and in the lobby of the Aurora Downtown Campus.

EMERGENCY – Dial 9-1-1



WAUBONSEE
COMMUNITY COLLEGE

**EMERGENCIES:
FIRST CALL 9-1-1
Then report ALL
safety incidents
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AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) LOCATIONS

- Aurora Downtown: All floors (near entrance on first floor, and 2nd-4th floor hallways)
- Aurora Fox Valley: Center of 2nd floor (next to Student Services)
- Plano: 1st floor, near the elevator/women’s restroom, and the center of the 2nd floor
- Sugar Grove: See map below

WAUBONSEE
COMMUNITY COLLEGE

SUGAR GROVE CAMPUS
Route 47 @ Waubonsee Drive
Sugar Grove, IL 60554-9454
(630) 466-7900 | waubonsee.edu

NORTH SIDE BUILDINGS

- AKL** Akerlow Hall ⚡
- APC** Academic and Professional Center ⚡
 - Event Room
- AUD** Auditorium ⚡
 - VALEES
- COL** Collins Hall ⚡
 - Library
 - Tutoring Center
- ERK** Erickson Hall ⚡
 - Fitness Center
 - Gym
- FLD** Field House ⚡
- HCC** Henning Academic Computing Center ⚡
- OPS** Campus Operations ⚡
- SCI** Science Building ⚡
- WGL** Weigel Hall

SOUTH SIDE BUILDINGS

- A** Building A ⚡
 - Human Resources
- BDE** Bodie Hall ⚡
- CER** Ceramics
- DKN** Dickson Center ⚡
 - Administration
 - Arrowhead Room
 - Board Room
 - Bookstore
 - Business Office
 - Campus Police
- KLN** Kiln Shelter
- OBS** Observatory
- STC** Student Center ⚡
 - Academic and Career Advising
 - Access Center for Disability Resources
 - Admissions
 - Assessment
 - Café & Coffee Bar
 - Financial Aid
 - Information Center
 - Registration and Records
 - Student Accounts and Cashier
 - Student Life
- TEC** Technical Education Center ⚡
- VON** Von Ohlen Hall ⚡

N1 North and South Parking Lots
⚡ Automatic External Defibrillator (AED)

Produced by Michael Kappage of mapformation.com, May 2025

AED LOCATIONS/CAMPUS MAP



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FIRE



**If you smell burning, see smoke
or see an uncontrolled fire:**

- Alert people in the immediate area and **CALL 9-1-1 IMMEDIATELY**
- Assist persons with disabilities out of the building, if possible, or help them move to an area of rescue assistance. Do not use elevators. Notify first responders of their location.
- Evacuate all rooms, closing doors behind you.
- Activate a fire alarm pull station as you evacuate the building.
- If necessary, stay near the floor where the air will be less toxic.
- If you smell unfamiliar odors, contact Campus Police at (630) 466-2552.

FIRE



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ACTIVE THREAT



RUN/HIDE/FIGHT
Take time to view
the "Active Shooter
Response Video"
here:



mywcc.waubonsee.edu/campus-police

If exiting the building is possible, **RUN**

- Exit the building and get far away immediately, leaving personal items behind.
- Notify and assist others as you exit the building.
- Move quickly and stay behind barriers to minimize exposure.
- Upon reaching a safe location, **CALL 9-1-1 IMMEDIATELY**

If exiting the building is not possible, **HIDE**

- Go to the nearest room or office, lock if possible.
- Keep clear of windows.
- Break out windows to escape if possible.
- If locked or blockaded inside, turn off room lights, keep quiet and stay behind or under furniture.
- Silence your cell phone.
- Be aware of your surroundings. Take time in advance to locate areas where you can hide.

CALL 9-1-1 WHEN IT IS SAFE TO DO SO and give dispatchers your location.

If you have no other choice, **FIGHT**

- Think ahead of items near you that can be used to fight the attacker.
- Team up with others to fight as a team to overwhelm the attacker.
- Mentally prepare yourself - you may be in a fight for your life.

ACTIVE THREAT



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HAZARDOUS MATERIAL SPILL

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In the case of a hazardous material spill/release:

CALL 9-1-1 IMMEDIATELY

- Avoid inhaling fumes, smoke, or vapors. Cover your nose and mouth.
- Contain the spill or stop the leak if it can be done quickly and safely - *employees only.*
- Vacate the affected area at once and block the area from re-entrance by others. Notify people to stay away from affected area.
- Evacuate the area, but remain in the vicinity, a safe distance from the hazard, until specialized medical authorities can render first aid, if needed.
- Give first responders any pertinent information on the type and quantity of spilled material.
- If contaminated by a spill, wash the affected area(s) immediately with copious amounts of water, and remove contaminated clothing.

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EXPLOSION



- **Take cover** under tables, desks, OR other sturdy objects.
- After the effects of the explosion have subsided, **CALL 9-1-1 IMMEDIATELY.**
- When the fire alarm has sounded, or when instructed by college officials, leave through the nearest marked exit.
- Assist persons with disabilities out of the building, if possible, or help them move to an area of rescue assistance. Do not use elevators. Notify first responders of their location.
- 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, or as directed by emergency personnel. Keep fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.

If additional danger is possible, you may be evacuated farther away.

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

BOMB THREAT



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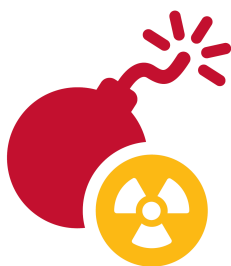
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BOMB THREAT



If you observe a suspicious package, a potential bomb, or learn of a bomb threat:

- Clear the area and **CALL 9-1-1 IMMEDIATELY.**
- Do not handle the object or use cell phones anywhere near the object.
- If directed by emergency personnel to evacuate, quickly leave the building and alert others to do the same.
- Assist persons with disabilities out of the building if possible, or help them move to an area of rescue assistance. Notify first responders of their location.
- Once outside, proceed to a clear area at least 150 feet away from the building, or as directed by emergency personnel.
- Keep fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- If a threat is received via e-mail, do not delete it.

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

UTILITY DISRUPTION



If you experience a technological outage, contact the Technical Assistance Center (TAC) at (630) 466-4357 (HELP) or tac@waubonsee.edu

If there is potential danger to building occupants, **CALL 9-1-1 IMMEDIATELY.**

Gas Leak/Unusual Odors:

- Leave the area and call Campus Police: [\(630\) 466-2552](tel:(630)466-2552)

Flooding/Plumbing Failure:

- Cease use of any electrical items.
- Avoid contact with water.
- Leave by the nearest marked exit and alert others to do the same.

Power Outage:

- Stop all laboratory work/experiments and any activity deemed unsafe without lighting/power.
- Evacuate the building if the fire alarm sounds, or upon notification from emergency personnel.
- Feel along a wall, if necessary. Do not use elevators. Assist persons with disabilities out of the building if possible, or help them move to an area of rescue assistance.

UTILITY DISRUPTION



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THREATENING BEHAVIOR



**Waubonsee
Intervention
Form**

EMERGENCY

If one is an immediate threat to self or others, evacuate the area if possible and **CALL 9-1-1 IMMEDIATELY.**

SUSPICIOUS BEHAVIOR

If you observe a suspicious person on campus, or anyone exhibiting threatening behavior, immediately notify Campus Police at (630) 466-2552. If the person is violent, call 9-1-1.

NON-EMERGENCY

In non-emergency situations, report any concerning behaviors to the Campus Assessment Team (CAT) at (630) 466-2363.

You may file the Waubonsee Intervention Form (WIF) by scanning the QR code or searching keywords WIF or CAT on waubonsee.edu.

SIGNS OF THREATENING BEHAVIOR

Inappropriate, disruptive, threatening or violent behavior can be defined as any act or behavior that:

- Suggests intention to harm another.
- Is intensely focused on a grudge, grievance or irrational interest in another person.
- Is a verbal or written call to violent action including threat to destroy property.
- May create a potential for physical harm to another.
- Is intentionally done to provoke others.
- Involves carrying or displaying weapons, destroying property or throwing objects in a manner reasonably perceived as threatening.

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BUILDING EVACUATION



Building evacuation should occur when the building fire alarm or public address system is activated, or when directed by a college official.

- 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.**
- Assist persons with disabilities out of the building, if possible, or help them move to an area of rescue assistance. Notify first responders of their location.
- Once outside, proceed to a clear area at least 150 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 or affected area unless instructed by a college official.

BUILDING EVACUATION



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SCHOOL WEATHER CLOSINGS



College closures due to weather or other emergencies will be communicated through the following methods:

- The college's website at www.waubonsee.edu.
- The Emergency Closing Center website at emergencyclosingcenter.com.
- Local TV and radio stations.
- E-mail, text, or phone call from the Waubonsee Alert System.

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 Downtown Campus, Aurora Fox Valley Campus, Plano Campus).

Day cancellations will be posted by 5 a.m.

Evening class cancellations will be posted by 3:30 p.m.

Do not rely on the college's main number or the Campus Police Department for school closing information.

SEVERE WEATHER/CLOSINGS



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If you are in a campus facility during a tornado warning:

- Look for designated severe weather shelter areas or take refuge in hallway/stairwell.
- Assist people with disabilities to the shelter area.
- Avoid rooms and other 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 areas of refuge.
- If you are outside when a tornado warning siren sounds, move to a campus building immediately.

SEVERE WEATHER

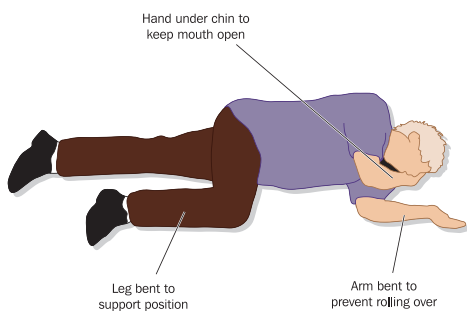
TORNADOES



MEDICAL EMERGENCY

CALL 9-1-1 IMMEDIATELY!

- Do not attempt to move the victim unless he/she is in danger of further injury, or is exposed to a hazardous environment.
- Attempt to keep the victim's airway clear.
- Keep the person calm and comfortable.
- Properly trained individuals should commence first aid while awaiting an ambulance.
- Properly trained individuals should begin CPR for anyone who is not breathing. Use gloves and other personal protective equipment if available.
- Locate an Automated External Defibrillator and use it if trained to do so (see Sugar Grove Campus AED locations on the last page of this booklet). **See first page for AED locations by campus.**
- If alcohol poisoning is suspected, keep the person awake, and seated upright. If the person is unconscious, place them on their side in the recovery position and do not give fluids.



Recovery Position

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MENTAL HEALTH EMERGENCY



EMERGENCY

If anyone is an immediate threat to self or others, move away from the person and **CALL 9-1-1 IMMEDIATELY.**

NON-EMERGENCY

In non-emergency situations, refer students to **Counseling, Advising, and Transfer Center: (630) 466-2361** during regular campus hours.

A 24/7 **Talk Line** is also available at: (630) 264-0394

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.

MENTAL HEALTH EMERGENCY