EMERGENCY PREPAREDNESS AND SAFETY:
A GUIDE FOR STUDENTS AND COMMUNITY MEMBERS

October 2025

WAUBONSEE
COMMUNITY COLLEGE

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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** www.waubonsee.edu/about-waubonsee/campus-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 Aaron Stevens, Director of Emergency Management, at (630) 466-2324.

EMERGENCY CONTACTS

Emergency

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

Waubonsee Police Department

All Campuses (Sugar Grove, Aurora Downtown, Aurora Fox Valley, Plano)	(630) 466-2552

The Waubonsee Police Department is located in Dickson Center on the Sugar Grove Campus and in the lobby of the Aurora Campus. Campus Safety Officers and/or sworn police officers are located at all campuses. Campus Police/CSOs for each campus can be reached through the Campus Police Main Line: 630-466-2552.

Waubonsee Counseling/Support Resources

Counseling, Advising & Transfer Center	(630) 466-2361
Waubonsee Talk Line	(630) 264-0394
Access Center for Disability Resources	(630) 466-2564

Area Hospitals

Provena Mercy Medical Center	(630) 859-2222
Rush Copley Medical Center	(630) 978-6200
Northwestern Medicine Delnor Hospital	(630) 208-3000
Northwestern Medicine Valley West Hospital	(815) 786-8484

EMERGENCY NOTIFICATIONS

College officials will receive emergency warnings via:

- Regional Dispatching Services (9-1-1 Dispatch)
- Tornado Siren
- Lightning Detection System
- Weather reports from the National Weather Service
- Weather alert radios
- Private alarm monitoring service
- Surveillance cameras
- Campus emergency phones, office phones or mobile phones
- County emergency notification system (CodeRed)

College officials will disseminate emergency notifications to students via:

- Waubonsee Mass Notification System (public address)
- Waubonsee Alert System (Text/Voice/Email)
- Website and other social media
- Building alarms
- Media news releases
- College computer network message

EVACUATION PROCEDURES

BUILDING EVACUATION
When the building fire alarm, public address system, or Waubonsee Alert System (Text/Voice/Email) 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 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 150 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

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 IMMEDIATLY.***

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 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 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 material such as 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 at 630-466-2552.

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.

4. Properly trained individuals should commence first aid while waiting for 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. If the person is unconscious, place them on their side in the recovery position and do not give fluids.

MENTAL HEALTH EMERGENCY

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 the Counseling, Advising & Transfer Center (630) 466-2361 during regular campus hours.

A 24/7 Talk Line is also available by calling 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

THREATENING BEHAVIOR

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, but there is no active emergency, immediately notify Waubonsee Campus Police at 630-466-2552 and report the incident. If a threat is imminent CALL 9-1-1.

NON-EMERGENCY
In non-emergency situations, refer students to, or report the situation to the Campus Assessment Team (CAT) at (630) 466-2363. A Waubonsee Intervention Form (WIF), can also be used to file a report to the CAT. The WIF is available on your mywcc account in the Safety Portlet tab or here: https://cm.maxient.com/reportingform.php?WaubonseeCC&layout_id=4.

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 which may 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

ACTIVE THREAT IN PROGRESS

ACTIVE THREAT

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 IMMEDIATELY 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

Watch the Active Shooter Emergency Response video here:
Run Hide Fight - Waubonsee Community College

BOMB THREAT OR EXPLOSION

BOMB THREAT

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

If you observe a suspicious package or reasonably suspect the presence of an explosive device:

1. Clear the immediate area and ***CALL 9-1-1 IMMEDIATELY***.
2. Do not handle the object or use cell phones; cell phones can detonate explosives.
3. Quickly evacuate the building and alert others to do the same.
4. Assist the people with physical disabilities in exiting the building or to a refuge area away from the package.
5. 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 unless instructed by a college official.

EXPLOSION

1. Take cover under tables, desks, and other sturdy objects.
2. Get away from the area as soon as it is safe to do so.
3. Assist the people with physical disabilities in exiting the building or to a safe area away from the explosion. Do not use elevators in case of fire.
4. ***CALL 9-1-1 IMMEDIATELY*** after reaching a safe area. Report to authorities if a disabled person is in the building.
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.

WEATHER EMERGENCY

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.
- Wait for all clear announcement to be made before leaving shelter

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

LIGHTNING

The athletic fields and tennis court area is actively monitored for lightning. If you are on campus when the Lightning Detection System sounds:

- A long steady siren will sound if lightning is detected.
- At this time, any outdoor activity should stop, and all participants should go to the closest shelter.
- A cancellation siren consisting of five short blasts will sound to indicate the all-clear for outdoor activities to resume.

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/Email)
- The college's website at www.waubonsee.edu
- The Emergency Closing Center website at www.emergencyclosingcenter.com
- 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 Downtown Campus, Aurora Fox Valley Campus, Plano Campus).

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 Department 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: www.gettingaroundillinois.com

HAZARDOUS MATERIAL SPILL/RELEASE

In the case of a hazardous material spill/release:

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

2. Vacate the affected area at once and seal it off (only if safe to do so) 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.

4. If a gas leak is smelled or detected, notify campus police immediately.

SUGAR GROVE CAMPUS MAP

