

DePaul University Emergency Response Guide

Important Phone Numbers

Chicago Police/Fire Emergency: 911
Chicago Police Non Emergency: 311

DePaul Public Safety Office & Campus Escorts

Lincoln Park: 773-325-7777
Loop Campus: 312-362-8400

DePaul Health Services: 773-549-7757
Students with Disabilities: 773-325-1677

University Counseling Services

Lincoln Park Campus: 773-325-7779
Loop Campus: 312-362-6923

Risk Management/Environmental Health Safety

Lincoln Park Campus: 773-325-4201
Loop Campus: 312-362-7161

Facility Operations

Lincoln Park Campus: 773-325-7377
Loop Campus: 312-362-8682

Housing Services: 773-325-7196

Student Affairs: 773-326-7290

Important: Please carry your DePaul University Identification with you at all times.

ARE YOU AWARE?

DPU ALERT

Please sign up for “DPU ALERT” an emergency voice, text and e-mail communication system that will immediately inform you of an emergency on campus. Log on to Campus Connection and click Demographic Portfolio to register.

Message Board and Speaker System

Emergency message boards and speakers have been placed in each classroom, alerting students and faculty to emergencies on campus.

A key to survival is always having a plan. Always be aware of your surroundings and environment so you can act or react to what is happening.

FIRE (Fire Alarms Matter)

When a fire alarm sounds, every DePaul employee, student and visitor must evacuate the building promptly and safely. Alarms matter because lives could be at stake.

Public Safety recommends these key points:

- Know at least two stairwell exit routes from your floor
- Do not hesitate to evacuate, even if you are in the middle of an exam
- Leave immediately; don't delay to collect personal items
- Use stairwells that are free of smoke
- Do not use elevators
- Never open a door if it feels hot to the touch
- Do not prop open stairwell doors; it could spread the fire
- Inform staff on the ground floor if someone needs help
- Stay clear of the building entrance
- Select a place to meet outside the building and report there immediately
- Conduct a headcount and inform authorities if someone is missing
- Return to the building after officials give the all-clear

Reporting a Fire

R.A.C.E.

1. **React** to the situation, Call 911 and Public Safety.
2. **Activate** the nearest fire alarm pull box.
3. **Close** the doors behind you.
4. **Exit** the building, do not use the elevators. Report the fire to the front desk/faculty/staff.

Residence Hall Students

1. **NEVER IGNORE ALARMS.** Upon hearing a building alarm, students must leave the residence halls immediately.
2. Understand your residence hall floor plan, location of all exits and the closest stairwell in case of a fire.
3. If fire occurs, leave immediately and close the door behind you. Check the stairwell exit for heat or smoke conditions before entering.
4. Know your neighbors, including neighbors with special needs who will need help in an emergency.
5. **NEVER** disconnect or alter smoke detectors.
6. **PLAN** and stay **CALM**.

PLAN Practice fire drills
Learn cooking safety
Apathy is the enemy
Never overload electrical outlets

CALM Call 911
Alert neighbors and Public Safety
Listen for instructions from 1st responders
Move to a safe area

Additional Fire Safety Information

When the alarm sounds:

1. Feel the door to your room. If it's hot, do not open it. Instead, do the following:
2. Block all openings with wet towels or other materials.
3. Call 911 and Public Safety, advise dispatcher of your location.
4. If possible, stay close to the window holding a wet towel to your face.
5. Open the window wide enough to alert rescue workers by hanging a white sheet or cloth out the window.
6. If the door to your room is not hot, partially open it while standing behind it for protection.
7. If passage is blocked and you cannot exit, follow #1

If you can exit:

1. If possible, wear shoes and a jacket. Do not take time to collect other belongings.
2. Close the door when you leave. Do not lock doors.
3. If smoke is present, crawl low to the floor.
4. Only use stairwell exits; never use the elevators.
5. Once outside, follow instructions from staff members or emergency responders.
6. Do not re-enter the building until instructed by university or fire officials.

Pre-Planning for Persons with Disabilities

Develop a plan before an emergency

1. Inform Public Safety of your circumstances; discuss special needs and responses that need to be established.
2. Develop two escape plans:
Plan 1—Help is available
Plan 2—Help is not available
3. Arrange for someone who can help you if an emergency occurs in a classroom or in your dorm room.

Non-Fire Emergency Information

Bomb Threat

If you receive a bomb threat via telephone, e-mail, or any other source:

- If possible, hold the line open, do not hang up and secure as much information as possible
- Call Public Safety

Chemical Spill

In the event of a chemical spill or any other accident or emergency involving a hazardous material:

- Evacuate the area immediately.
- Do not attempt to mop up or contain the spill.
- Call Public Safety and/or 911.
- Anyone exposed should not leave the area until monitored.
- Do not re-enter the contaminated area until given the all clear by Public Safety.

Extreme Threats of Violence

DePaul University strives to maintain an environment free from intimidation, threats or violent acts. The University will not tolerate intimidating, threatening or hostile behavior of any kind. If you are involved in a situation on campus where a life-threatening act of violence is taking place, such as an active shooter, the following actions are recommended:

If you feel it is safe to leave the building/area:

- Exit the building immediately.
- As you move away from the threat, notify anyone you may encounter and inform them of the danger.
- Call 911 and Public Safety and give as much information as possible.

If exiting the building is not possible or you do not feel it is not safe to leave the building:

- Go to the nearest room or office, close and lock the door.
- If the door does not lock, secure and barricade the door with as many obstacles as possible (desk, chairs, tables).
- Close the shades/curtains on windows, turn off the lights and get down on the floor and seek protective cover. No one should be visible from the outside.
- Keep quiet and keep your cell phone on silent.
- When it is safe, call 911 and inform the dispatcher of your location and provide as much information as possible. Stay there until police or Public Safety give an all clear.

If you are not immediately impacted by the incident, please take the following action:

- Stay away from the building /area.
- Notify everyone around you to stay away.
- Obey all verbal direction given by law enforcement/Public Safety officers.
- Take protective action and stay away from doors and windows.

Lockdown

A lockdown may be implemented when a situation occurs that may pose a hazard to health or is life threatening. It is intended to limit access and hazards/threats by controlling and managing staff and students to increase safety and reduce possible injury. A lockdown can be called for a variety of reasons. A building in lockdown will have restricted access until an “All Clear” is given by emergency personnel or staff.

During a residence hall lockdown, staff should ensure that:

- Students must go to their rooms
- Students should not hang out in lobby area
- Everyone should stay away from windows/glass
- No one will be allowed to enter or leave the building
- Everyone should stay calm

Medical Emergency

- Call 911 and Public Safety.
- Do not move the injured unless they are in danger.
- Avoid leaving a seriously ill/injured person except to get help.
- Continue to talk to the injured/sick person assuring them help is on the way.

Police Emergency

If you discover a crime in progress:

Call 911. If possible, remain where you are until the police arrive.

Do not attempt to apprehend or interfere with a criminal, except in self-defense. Be a good witness and provide a description of the offender and/or vehicle with license plate.

Severe Weather Emergencies On Campus

INDOORS

- Close all windows, drapes, blinds and shades
- Move away from outside perimeter of the building and toward a safe area on your floor, such as an interior washroom, stairwell, basement, or any other interior room—avoid first floor lobby areas and any other areas with large, glass windows
- Do not attempt to leave building
- Do not get in an elevator
- Remain calm and follow directions from Public Safety

OUTSIDE

- Stay away from trees, telephone or light poles
- Avoid downed electrical wires
- Do not stand in water (puddles)

Shelter in Place

A shelter-in-place strategy may be implemented when a situation poses a danger to health or life. It is used to keep students, faculty, staff and visitors inside a building rather than expose them to possible harm by allowing them to leave. Severe weather can trigger a shelter-in-place, securing building occupants while keeping the building open for others seeking shelter.

Suspicious Letters/Packages

- Do not handle the suspicious letter/package
- Call Public Safety
- Leave the room and close the door
- Identify and isolate everyone who came in contact with the items
- Wait for 1st responders to arrive

Have a communication plan with family and friends in case of an emergency. Be well informed and aware of daily news events.

This guide was created to encourage emergency planning. It contains general guidelines that can be used in an emergency. Different emergencies require different responses. Being prepared, staying calm and having a plan formulated in advance can help save lives.