

EMERGENCY PROCEDURES

EMERGENCIES: 911
NON-EMERGENCIES: ext. 5516 or 602-888-5516

MEDICAL EMERGENCY



- Call 911 and Public Safety ext. 5516 or 602-888-5516
- Provide the location of incident, nature of illness or injury, number of victims and your name

FIRE



- DO NOT use elevators, use stairs
- Leave the area, pull fire alarm and close the door
- Evacuate the area and proceed to assembly area

SEVERE WEATHER – Dust Storms

- Carry a mask to filter out particulates
- Cover your body, face and head to protect you



SUSPICIOUS PERSON



- Immediately report suspicious person or behavior by calling 911 and Public Safety ext. 5516 or 602-888-5516

SUSPICIOUS PACKAGE



- DO NOT use cellphones, radios or electronic devices
- DO NOT handle suspicious package or other items
- From a land line, call 911 and Public Safety ext. 5516 or 602-888-5516

UTILITY FAILURE



- In the event of a utility failure, immediately notify Facility Manager at ext. 6701 or 480-878-6701.

SEXUAL MISCONDUCT



- Call the Title IX Coordinator, Dr. Tammy Sarver ext. 6473 or 630-829-6473
- Call Public Safety at ext. 5516 or 602-888-5516

HAZARDOUS MATERIAL



- DO NOT attempt to clean spill
- Evacuate the area and proceed to assembly area
- Call 911

ACTIVE SHOOTER

If you see or know that a person has a firearm on campus, call 911 and Public Safety ext. 5516 or 602-888-5516 immediately



- RUN** – If there is an accessible escape path, try to evacuate the area
- HIDE** – If evacuation is not possible, find a place to hid where the shooter is less likely to find you
- FIGHT** – As a last resort, and only when your life is in danger, attempt to disrupt and/or incapacitate the active shooter



Benedictine
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