



Northern Illinois University

Emergency Response Guide 2023-2024

For more emergency information,
please visit niu.edu/emergencyinfo.



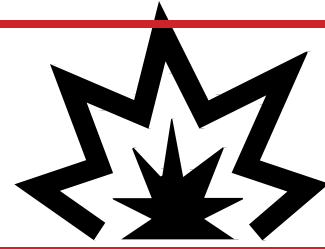
Northern Illinois
University



SEVERE WEATHER

SEEK SHELTER

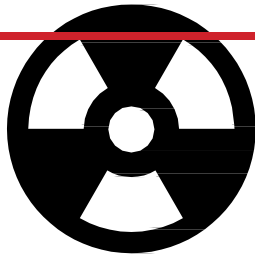
- Close all doors if there is time, including those in main corridors.
- Move to lowest part of the building.
- Stay away from windows and glass.
- Crouch near floor or heavy, well-supported objects and cover back of your head.
- If outdoors and there is no time to move to an interior space, lie flat in the nearest depression and cover your head.
- Remain sheltered until all-clear is given by NIU PD or supervisor.



EXPLOSION

EVACUATE

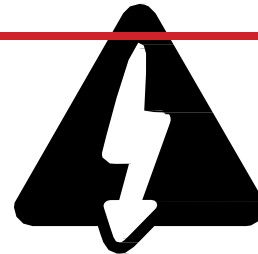
- Leave area and go to an exterior location where you can call 911 from a landline.
- Do not operate any electrical devices, cellular phones, light switches or any radio-frequency-producing devices.
- Do not try to locate the source of the explosion.
- Evacuate and move to designated assembly points.
- Reenter **only** when directed by recognized authority.



HAZARDOUS MATERIALS

EVACUATE

- Alert people in the immediate area to evacuate.
- Evacuate and assemble in an area uphill and upwind from the affected area.
- Avoid direct contact and/or breathing in of vapors.
- Unless properly trained, do not attempt to clean up or identify the spill.
- Do not operate any electrical devices, phones, appliances, light switches or equipment with open flames within the affected area.



POWER OUTAGE

EVALUATE

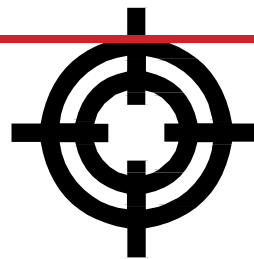
- Remain calm and move cautiously to a lighted area.
- If the fire alarm sounds or upon notification by emergency personnel, evacuate and move to the designated assembly point.
- Never attempt to pry open elevator doors.
- In laboratories, secure all experiments and electrical equipment, fully close fume hoods and shut off any gases.
- Reenter **only** when directed by recognized authority.



FIRE

EVACUATE

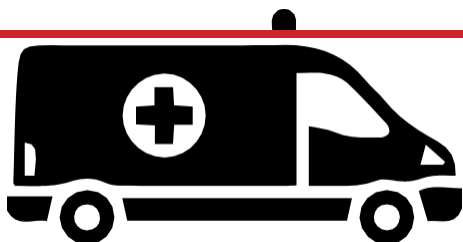
- If unable to extinguish flame with fire extinguisher, activate nearest fire alarm or call 911.
- Assist persons with disabilities if able to do so or help them move to area of rescue assistance.
- Evacuate and move to the designated assembly point.
- For individual accountability, report to designated officials at assembly point.
- Reenter **only** when directed by recognized authority.
- Report all fires, regardless of size, to NIU PD and Environmental Health and Safety.



SHOOTING INCIDENT

RUN, HIDE, FIGHT

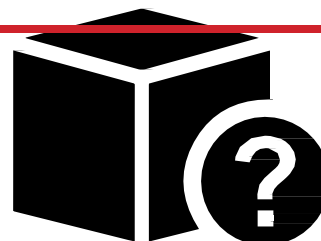
- Run — Get to a safe location then call 911.
If you can't run:
- Hide — Find a safe place, lock or barricade door, turn off lights, close blinds, get down and take cover. Call 911 if it can be done without revealing your location. Put cell phone on silent.
If you can't run or hide:
- Fight — Use everything you can as a weapon and fight with everything you have.



MEDICAL EMERGENCY

STAY CLEAR

- If trained, administer CPR/first aid/automated external defibrillator (AED) and call 911.
- If not trained, stay clear of the area where the emergency has occurred and call 911.
- Direct first responders to the location of the medical emergency.
- Reenter **only** when directed by recognized authority.



SUSPICIOUS PACKAGES

STAY CLEAR

- Always report unusual or suspicious mail or packages to NIU PD.
- Do not touch the item.
- Do not operate any electrical devices, cellular phones, light switches or any radio-frequency-producing devices.
- Evacuate and move to designated assembly point.
- Reenter **only** when directed by recognized authority.

Emergency Response Guide

TO: NIU Community

FROM: Lisa C. Freeman
President

RE: Emergency Response Guide

At NIU, we pride ourselves on our emergency preparedness. It is woven into the fabric of day-to-day life on campus, such as the extensive training opportunities in emergency-response skills like basic life support (CPR) and first aid.

However, there are things that all of us can do to better prepare for emergencies so that when they arise, we are all prepared to react quickly and effectively. The university's Emergency Response Guide provides basic information and recommended responses to a wide array of potential emergencies. I am asking all supervisors to print out this guide, review its content with employees and fill out the sections that pertain to the specific building concerning your department. Thorough review and complete information are keys to effective emergency planning at all levels, and I ask that all employees take this task seriously. Copies of this guide will be available on the NIU website at go.niu.edu/EmergencyGuide.

Thank you for contributing your time and effort to helping make NIU a safe and secure campus.



Northern Illinois
University

Emergency Contacts

DEPARTMENT/NAME	NUMBER	EMAIL/WEBSITE
Emergency Police/Fire/Rescue	911*	
NIU Police Nonemergency	815-753-1212	niupd@niu.edu
Counseling and Consultation Services	815-753-1206	go.niu.edu/ccs
National Suicide Prevention Lifeline	988	
Employee Well-being	815-753-9191	
Information Technology Services	815-753-8100	
Heating Plant	815-753-1741	work_order@niu.edu
Work Order	815-753-1741	work_order@niu.edu
Weather Hotline		go.niu.edu/weather
Huskie Patrol	815-753-1212	
Tipline (to report suspicious activity)	815-753-TIPS (8477)	
NIU Homepage		www.niu.edu

*911 calls will be received by a Public Safety Answering Point (PSAP) who will relay all information to NIU Police and Public Safety.

NIU Safe app has a "Report a Crime Tip" chat feature to get in contact with NIU PD Dispatchers. 24 hours a day, 7 days a week. Through the app you can request a virtual walk home, Huskie Patrol services and many more safety features such as the Emergency Response Guide and NIU tornado shelter locations.

To register for the NIU Safe app, go to: niu.edu/publicsafety/emergency/register.

Building/Residence Hall Emergency Info

My building/residence hall

Fire alarms are located

Fire extinguishers are located

Emergency exits are located

Tornado shelters are located

Defibrillators are located

Person(s) trained in CPR

Evacuation meeting place

People needing help during evacuation

Public access first aid kit is located

Shelter-in-place

A shelter-in-place is ordered any time it is unsafe to leave the building. A shelter-in-place will be ordered by the NIU PD or other designated authority. You may be notified of a shelter-in-place by various means including, but not limited to public address systems, mass emails, text messaging, telephone notification or other means available based on the circumstances of the incident.

During a shelter-in-place, you should:

- Remain calm.
- Remain in your assigned area so a full accounting can be made of everyone inside of the building.
- Close and lock doors. Stay away from all windows and doors. Turn off all lights and remain silent. Silence all cell phones. Do not use cell phones except for emergency notification to call 911.
- Move to a location in the room which is not visible to someone looking through the door. If gunshots are heard, everyone should move to the floor.
- Students and staff in hallways or other open areas must proceed immediately to a classroom or office where they can safely be locked in. If a classroom or office door is locked, go to the next closest available room to take shelter.
- If you see someone other than emergency personnel attempting to enter the building, notify **911 immediately**.
- **No one should leave the secured room until directed to do so by the authorized emergency personnel.**
- If the building becomes unsafe, evacuate if safe to do so.

Shooting Incident

This type of incident is unpredictable, and your immediate response depends on the situation you encounter.

Call 911 if you can.

1. Run — Evacuate to a safe area away from the danger and take protective cover; notify anyone you may encounter to do the same.
2. Hide — If not safe to evacuate, go to the nearest room.
 - Lock and block the doors.
 - Turn off the lights.
 - Stay away from doors and windows.
 - Keep quiet. Silence your phone.
 - Stay there until assistance arrives.
3. Fight — If unable to evacuate or seek a secured location then fight with everything you have in order to save your life.
4. Individuals not in harm's way are to take protective cover, staying away from windows and doors until notified otherwise.

Medical Emergency

A medical emergency is an injury or illness that is acute and poses an immediate threat to a person's life or long-term health.

Call 911. While you wait for help to arrive, the following procedures may be of great help to the emergency responders, the patient and you:

- Provide first aid according to your level of training.
- Use precautions to prevent your exposure to bodily fluids.
- Refrain from moving the patient unless it is absolutely necessary for safety reasons.
- If you determine that the patient is unresponsive, begin cardiopulmonary resuscitation (CPR). Perform hands-only CPR if not trained. For CPR training go to go.niu.edu/CPR_FirstAid.
- Stay calm and reassure the patient that help is on the way.
- Make the patient as comfortable as possible.
- Clear the area for emergency responders if possible.
- If possible, identify any medication the patient is prescribed.
- If someone is available and willing to help, ask them to meet the emergency responder and guide them to the patient.

Suspicious Mail Packages

Signs of a suspicious package:

- No return address.
- Excessive postage.
- Stains.
- Strange odor.
- Strange sounds.
- Unexpected delivery.
- Poorly handwritten.
- Misspelled words.
- Incorrect titles.
- Foreign postage.
- Restrictive notes.

Following are recommendations for you if a suspicious package or object is encountered:

- Do not use a cell phone as it can trigger an explosive device.
- Call 911 from a landline, if possible.
- Evacuate others from the immediate area, if safe to do so.
- If you are holding a suspicious package/object, gently set the item down on a solid surface or on the floor. If there is powder or liquid, try to set item down in a container such as a trash can or a bucket.
- Leave the immediate area and contact NIU PD.
- If you see a suspicious package/object, do not physically touch the object.
- Move away from suspicious items.
- Follow police instructions.

Potential Explosive Device

All bomb threats are to be taken seriously. Call 911 immediately if you receive a bomb threat.

- Call 911 from a landline, if possible.
- Do not use a cell phone or other communication device.
- Do not operate any light or power switches.

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Check for caller ID information.

Ask the caller:

- Where is the bomb located (building, floor, room, etc.)?

- When will it go off?

- What does it look like?

- What kind of bomb is it?

- What will make it explode?

- Did you place the bomb? Yes No

- What is your name and address?

If you receive a bomb threat in written form:

- Call 911 immediately via landline.
- Do a quick visual inspection of your area. Do not touch or move any suspicious objects.
- Do not use radios, pagers or cell phones as they can trigger an explosive device.
- Do not let others handle the written threat. Secure the written threat in a plastic baggie or envelope for law enforcement.
- If you are told to evacuate the area by authorized emergency personnel, take your notes about the threat with you.
- Follow your department's evacuation procedures:

Explosions

- Call 911 from a landline, if possible.
- Remain calm.
- Do not use cell phone, electronic devices or any electrical device that could spark further explosions.
- Immediately seek cover in a safe place or evacuate if safe to do so.
- Do not use elevators in case of fire.
- If able to get outside, move to a distance of at least 500 feet away from the blast and call 911 or use the NIU Safe App.
- Do not return to the area.
- If trapped, signal for help.

If a fire alarm sounds, then complete evacuation is required. Walk to the nearest stairway exit and proceed to ground level.

The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building. Close doors and windows as you leave if feasible. Notify police and/or firefighters on the scene if you suspect someone may be trapped inside the building.

Fire

- Call 911 to report the location and size of the fire. Always call from a safe location.
- Alert people in the immediate area of the fire and evacuate the building.
- If you notice smoke or fire in your path, use alternative exit routes.
- If heat or flames block your exit routes, stay in the room with the door closed. Consider ways to signal for help.
- If trapped, call 911 if possible to advise of your location.
- Confine the fire by closing doors as you leave.
- Activate a fire alarm by using any available alerting system.
- Do not use elevators unless directed to do so by authorized emergency personnel.
- Do not reenter the building until authorized emergency personnel give the “all clear” signal.
- Report all fires, even those which have been extinguished, by calling 911.

Upon discovery of fire or smoke:

Rescue: Remove persons in immediate danger.

Alarm: Alert others and emergency services.

Contain: Contain fire and smoke (close doors).

Extinguish: Extinguish and/or evacuate.

Nearest fire extinguisher _____

Note: There are different types of fire extinguishers for use on different types of fires. Familiarize yourself with the type and operation of fire extinguishers in your work area.

If you must use a fire extinguisher:

Pull the safety pin on the grip handle.

Aim the nozzle at the base of the fire.

Squeeze the handles all the way together.

Sweep the extinguisher from side to side.

Evacuation

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

Evacuation Procedures:

- Remain calm.
- Evacuate in a safe and orderly manner.
- Gather personal belongings (medication, keys, purses, etc.), but only if safe to do so.
- **Do not** use elevators unless authorized emergency personnel tell you to do so.
- Provide assistance for those with disabilities by helping them evacuate or by guiding them to an area of rescue assistance, if safe to do so. Refer to the Evacuation Procedures for Persons with Disabilities section of this Emergency Response Guide.
- Go to the identified assembly area which should be at least 500 feet away from the building unless directed to another location by the NIU Police or properly identified emergency personnel.
- Remain with your class/office so a full accounting can be made.
- Notify NIU Police or emergency personnel of any missing or trapped persons.
- Follow all directions from the NIU Police or other authorities present.

My identified Evacuation Assembly Area is:

Evacuating Persons with Disabilities

Instructors and supervisors should be proactive and be aware of people who will need assistance.

Assisting Blind/Visually Impaired:

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and alert them to obstacles along the way.
- Visually impaired users can use NaviLens, NIU's free wayfinding app which uses QR stickers and audibly directs users to exits and stairwells. For more information, go to go.niu.edu/wayfinding.

Assisting Individuals Who Are Deaf/Hard of Hearing:

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

Assisting Mobility-impaired/Wheelchair Users:

- Elevators should not be used to move people with disabilities.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance.
- One individual should remain with the person(s) if it can be done without unreasonable personal risk.
- Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per their instructions.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury or obstruction):

- Remain calm.
- Go the nearest area where there are no hazards.
- Call 911.
- Signal out the window to emergency responders if possible.

Hazardous Materials

Placards or signs are posted outside all rooms containing hazardous materials.

Chemical Spills

Detailed safety procedures are in place in all campus laboratories where dangerous materials are used and stored. If you encounter a chemical spill and no trained individuals are in the area:

- **Call 911.**
- **Do not** walk into or touch any spilled material.
- Avoid inhaling fumes, smoke and vapors, even if no hazardous materials are involved. Most chemicals are odorless, so remember just because you can't smell it doesn't mean it's not harming you.
- **Isolate** the area by sealing off or closing doors, if safe to do so.
- **Notify** people in neighboring offices and classrooms.
- Turn off space heaters and extinguish open flames in the area, if safe to do so.
- **Evacuate** the affected area or building and do not reenter the area until told to do so by authorized emergency personnel.

Radioactive Materials

Radioactive materials are utilized in some campus laboratories. Those that might be encountered are considered low-level sources of radiation and pose a minimal threat when properly stored or handled. If you encounter what you believe to be radioactive material:

- **Call 911.**
- **Do not** touch the material.
- **Isolate** the area by sealing it off or closing doors, if safe to do so.
- **Notify** people in neighboring offices and classrooms.
- **Evacuate** the area and notify NIU PD. Do not reenter the area until given the "all clear" signal.

Radiation Emergency

NIU is located in a region with several nuclear power plants. In case of a radiation leak that affects NIU, listen to Emergency Alert System (EAS) announcements which will be broadcast via radio and television (previously known as the national Emergency Broadcast System).

Weather Emergencies

WATCH: Conditions are favorable for the development of severe weather in the area. Everyone should closely monitor the campus weather radio, especially as conditions deteriorate.

WARNING: Life-threatening weather has been observed or detected by radar, and is a substantial threat to the area.

Thunderstorms:

- Frequently have high winds, cloud-to-ground lightning, heavy rain, and can produce tornados, large hail and flooding.
- **Stay indoors** away from windows to reduce injury from flying glass.
- Minimize use of electric appliances.
- Stay off landline telephones and cell phones with power cords attached.

Tornados:

- **Outdoor warning sirens** are an alert that a significant severe weather event is imminently likely. They are not intended to be heard indoors.
- **Seek shelter immediately** in designated shelter locations or go to the lowest floor of the building, away from windows and doors. This reduces your chance of being hit with flying objects.
- **Do not** go outdoors to see the storm. Trained storm spotters will monitor the situation.
- If you are in a vehicle, leave it and seek shelter in a sturdy building if practical; otherwise, drive at right angles to the tornado. If the tornado is moving east, drive south.
- Once the storm has cleared, call 911 if there are serious injuries or damage; otherwise, call 815-753-1212.

Floods:

- Secure vital equipment, records and chemicals. Shut off all electrical equipment. Secure all laboratory experiments.
- Move to **higher, safer ground**.
- **Do not** return to your building unless you have been instructed to do so by the NIU Police Department or emergency personnel.
- During a flood, **do not** attempt to wade or travel through the water. Even small amounts of water can be very dangerous.

Mental Health Emergency

In the event of a mental health emergency, constituting an immediate threat to self or others, call 911. For the National Suicide Prevention Lifeline please call or text 988.

Support is available 24/7 from Counseling and Consultation Services Center, 815-753-1206; During office hours CCS can provide immediate support. After hours, callers have the option to immediately connect to a Protocol counselor, this includes anyone using a TTY device. The CCS homepage (<https://go.niu.edu/ccs>) also provides this info in an ADA-accessible format.

Faculty and staff can receive help from the Employee Well-being Office, 815-753-9191 or visit website <https://www.niu.edu/employee-assistance>

You can also contact Employee Well-being to report any mental health or emotional concerns for NIU faculty, staff, and other employees.

If appropriate, walk the student over to the Counseling Center located in the Peters Campus Life Building at 545 Lucinda Ave. or the faculty/staff member to the Employee Well-being Office located on the seventh floor of the Holmes Student Center at 600 Lucinda Ave.

- Express your concerns directly to the individual.
- Make referral in the presence of the individual and offer to accompany them.
- Watch for changes in behavior:
 - Significant changes in academic or work performance.
 - Changes in hygiene, speech, attentiveness or social interaction.
 - Changes in eating or sleeping patterns.
 - 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.
 - Expression of suicidal or violent thoughts.

Concerns for a student's emotional well-being should be reported to the NIU Counseling and Consultation Services Center regardless whether the student wishes to seek services. A Student of Concern Report should also be submitted via Maxient at go.niu.edu/student-of-concern. Staff at the Counseling Center are available during regular business hours to consult with you on how to best handle a situation with a student. Call 911 immediately to report any violence or threat of violence.

Menacing Behavior

Menacing behavior is expressing or showing an intention to inflict, or threatening to inflict, harm or injury upon someone or something.

- For emergencies, call **911**; nonemergencies call the NIU Police at 815-753-1212.
- Have someone else call if you are unable to do so.
- Provide the address, location and all possible details to the dispatcher.
- **Do not** provoke or become involved in the disruptive behavior.
- **Do not** argue, yell or joke with the individual.
- Limit eye contact with the individual.
- Stay out of arm's reach of the individual.
- Do not touch the person. If the disturbance is outside and you're inside, be a good witness and remain inside and stay away from doors and windows.
- Do not allow menacing behavior to go unreported. Alert the NIU Police Department.

Utilities/Power Outage

In the event of a major utility failure, call the Work Order Desk at 815-753-1741 and contact NIU PD at 815-753-1212.

- Remain calm; move cautiously to a lighted area.
- Turn off and unplug computers and other voltage-sensitive equipment, if safe to do so.
- Provide assistance to others if necessary and safe to do so.

Electrical Outage:

- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

Gas Leak/Unusual Odors:

- **Call 911.**
- Cease all operations immediately.
- Evacuate as soon as possible.
- Do not use cell phones or other electronic equipment.
- Do not switch lights on or off.

Flooding/Plumbing Failure:

- Cease using all electrical equipment.
- Avoid contact with the water.
- Evacuate the building.

Weather Closing Information

Information regarding weather closing at NIU's DeKalb, Naperville, Rockford, Lorado Taft and Chicago MBA campuses is available via a variety of resources.

Toll-free Weather Status Hotline:

- Local residents, dial 815-753-OPEN (815-753-6736).
- Long-distance callers, dial 1-888-4NIU-OPEN (1-888-464-8673).

The NIU Homepage

Any notices will be prominently posted on the university homepage at niu.edu.

Emergency Communications

During emergencies, NIU's crisis communications protocol calls for speedy notification of emergency responders and all members of the campus community. The various communication resources that can be used in a given situation include:

Public address systems	There are approximately 50 buildings on campus equipped with public address speakers. Buildings have also been equipped with an IT public address system which can be displayed on university media equipment.
Broadcast voicemail	Available to all NIU faculty and staff with voicemail boxes. (3,000-plus current users).
Emergency text messaging	Available to all students, faculty and staff. For registration instructions go to: niu.edu/alerts . If you need assistance, call the DoIT Service Desk at 815-753-8100.
NIU Safe app	To register, go to: niu.edu/publicsafety/emergency/register .
Broadcast email	All students, faculty and staff are subscribed.
Website	niu.edu
Emergency/weather hotline	815-753-OPEN (815-753-6736).
DeKalb emergency sirens	Weather: Three-minute steady tone. Siren Test Times: Sirens are tested on the first Tuesday of each month at 10 a.m. Civil defense: Three-minute slow, up-and-down oscillating wail. Other emergencies: Three-minute fast, oscillating wail.
Weather radios	Campus buildings are equipped with weather radios that issue loud warnings about severe weather and civil emergencies.
EAS (Emergency Alert System)	The national system which supersedes the Emergency Broadcast System and is jointly administered by the FCC, FEMA and the National Weather Service. The system broadcasts emergency alerts via radio and television.
Media	Visit niu.edu/weather for a complete list of television and radio stations.

Emergency Planning and Training Resources

Counseling and Consultation Services 815-753-1206

Environmental Health and Safety 815-753-0404

Provides resources and training on a variety of topics including:

- Asbestos awareness.
- Bloodborne pathogen (including needle safety).
- Hazard communication.
- AED (Automatic External Defibrillator) distribution and maintenance.
- Spill pollution control and countermeasure.
- Fire safety (including training on the use of fire extinguishers).
- Occupational health and safety.
- Respiratory training.
- Fit testing.

Human Resource Services 815-753-9191
Well-being at NIU

Information Technology (DoIT) 815-753-8100
Provides information on technology available for emergency response.

Laboratory Safety

Provides training on topics including:

- Chemical safety.
- Laser safety.
- Radiation safety.
- Biological safety.

NIU Police Department 815-753-1212

Office of Emergency Management and Planning provides resources and training on a variety of topics including:

- Emergency preparedness.
- Crime prevention.
- Alcohol education.
- CPR and first aid.
- Sexual assault awareness.
- Bank fraud scam prevention.
- Cyber crimes.
- Anti-drug education.

Student Wellness: 815-753-9767

- Alcohol/drug education.
- Bystander/violence prevention education.
- Sexual assault prevention education.

