WHAT TO DO IN CASE OF AN EMERGENCY
YOUR LOCATION IS: ROOSEVELT UNIVERSITY - 425 S. WABASH AVE.

FIRE | CALL 911 IMMEDIATELY

To Report a Fire:
- Pull the nearest fire alarm to alert building occupants and begin evacuation.
- Assist those in immediate danger. Do not use elevators.
- Evacuate, if possible.
- Close, but do not lock door behind you.
- Have an escape route and plan in mind.

When the Fire Alarm Sounds:
- Check a closed door for heat or smoke coming under the door before opening the door.
- Open door slowly and check for smoke or fire in the corridor.
- Close, but do not lock door behind you.
- Evacuate using closest unblocked exit/stairway.
- Do not use elevators.
- Assist individuals needing assistance to the closest unblocked area of rescue assistance and activate emergency alarm.
- Evacuate out and away from the building. Do not block entrance doors.

If Safe Exit is Blocked:
- Take shelter in the nearest room and close door.
- Call 911 to report your location.
- Place a cloth under the door to prevent smoke from entering.
- Signal your location to emergency responders by waving an object in the window.
- If smoke enters room, stay close to floor.
- If heavy smoke enters room, open window slightly to admit some fresh air.

BOMB THREAT | CALL 911 IMMEDIATELY

- Immediately call 911 using a land line, or have someone else call 911. Then call Campus Safety.
- Don’t use light switches, cell phones, and radios as they can trigger a device.
- If you receive a bomb threat in writing or by email, immediately call 911, then Campus Safety.
- Do not evacuate the building unless ordered to do so by emergency first responders.
- If you receive a bomb threat by telephone, keep the caller on the line and talking as long as possible. Ask questions and get as much information as possible about the location and description of the bomb and caller. Try to notice characteristics of the caller’s voice, accent, and choice of words, possible age or apparent mental or emotional state. Write down the information to give to the police.
- If you see something unusual, say something.
- If you notice a suspicious package or item, do not touch, move or disturb it.
- Move from the area and notify Campus Safety.

MEDICAL EMERGENCY | CALL 911 IMMEDIATELY

- Notify Campus Safety.
- Request AED and/or First Aid Kit, if needed.
- Stay with the individual until help arrives.

ARMED VIOLENCE / ACTIVE SHOOTER

Quickly determine the most reasonable way to protect your own life.

Evacuate if possible:
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

Hide out. Shelter in place:
- Hide in an area out of the shooter’s view.
- Block entry to your hiding place and lock the doors.

Take action:
- As a last resort and only when your life is in imminent danger.
- Try to incapacitate the active shooter.
- Act with physical aggression and throw items at the shooter.
- Call 911 when it is safe to do so.

EARTHQUAKE

- DROP to the floor/ground.
- Take COVER by getting under a sturdy table or other piece of furniture.
- HOLD ON until shaking stops.

TORNADO

If you hear the outdoor warning siren, immediately go to an inner hallway, washroom, or room without windows. Do not leave the building. If you are outside, seek shelter inside. If you cannot get inside, crouch for protection beside a strong structure, or lie flat in a ditch or low-lying grass and cover your head and neck with your arms or a piece of clothing.

LOCKDOWN

In an emergency situation, Roosevelt University may be placed under lockdown to ensure everyone’s safety. During a lockdown, all doors and windows are locked and all students, faculty and staff remain in their rooms or offices. No one is permitted to leave and no one, including parents, is allowed in the facility.

Should a lockdown occur, students, faculty and staff are asked to remain calm as University and emergency responders manage the situation. If it appears that the lockdown will last for an extended period of time, assigned faculty and staff will attempt to assist those who need to notify their parents, spouses or significant others by telephone, as no one will be allowed to leave until recommended by the appropriate authorities.

For more information, visit: WWW.ROOSEVELT.EDU/SECURITY