**What to do in an Emergency**

If you see or hear of an emergency please call 911 and then call Safety & Security at x7111.

**Fire or Weather Emergency**
In the event of a fire, please exit the building safely and quickly. Go directly to your assigned area and make sure everyone is accounted for from your department. If someone is missing, report that person to a Security officer or member of the ERT. In the event of a weather emergency, you may be instructed to assemble in a safer area inside your building.

**Medical Emergency**
To assist in a medical emergency, first aid kits and Automatic External Defibrillators (AEDs) are located throughout campus. The exact locations are listed on this handout and the cut-out card provided. Please note the locations of these items in your building as you may be asked to get them during a crisis. In the event of a medical emergency do not hesitate to call for help by dialing 911 and Safety & Security at x7111.

**Violent or Suspicious Behavior**
If you observe a change in behavior in a co-worker, such as a marked increased in stress or agitation, please call Human Resources at x6119. If you are concerned about the behavior of a student, please contact the Department of Student Services at x6470.

**Information that can save lives:**

**Emergency? Call 911 and x7111**

**MWU Security:** 630/515-7111

**Suicidal Thoughts**—National Suicide Hotline:
1-800-SUICIDE (784-2433)

**Student Counselor:** 630/515-7142

**Employee Assistance Program:** 1-800-646-9923

**Human Resources:** 630/515-6119

**Campus Facilities:** 630/515-6084

**Student Services:** 630/515-6470

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**Feeling Stressed? Need Help?**

**Call the MHN Employee Assistance Program:** 1-800-646-9923

The University provides employees and their household members with access to an Employee Assistance Program. This program can provide support and services for a number of personal issues, as well as providing legal assistance and childcare or elder care referral services. This source is free of charge and completely confidential.

**Counselor for Student Needs:** 630/515-7142

MWU employs a full-time counselor in the Department of Student Services to help students with a variety of issues.

**Emergency Response Team**

**Midwestern University ERT Members**
Midwestern University recognizes that critical incidents affect all members of the academic and surrounding communities. To respond to these situations, MWU has created the Emergency Response Team (ERT).

- Jeri Baldwin x7217
  Safety & Security
- Teresa Dombrowski x6470
  Student Services
- Kathy Dossey x6078
  Media Resources
- Dana Fay x7166
  Communications
- Kevin McCormick
  x6053
  Campus Facilities
- Jim Jacobson x7351
  Information Technology Services
- Kyle Ramsey, Ph.D.
  x6165
  Microbiology
- Angela Marty x6120
  Human Resources

If you have questions, please contact Security (x7111) or an ERT member.

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For any emergency, please call 911 first then Safety & Security at x7111, or 630/515-7111.
**Avian Flu Preparedness**

**Individuals Can Prepare**

**Prepare and stay informed**
- Right now, there is no pandemic influenza in the U.S. or the world.
- Preparing now can limit the effects of pandemic influenza.
- You can stay informed through the Internet and other sources.

**If pandemic influenza starts, public health officials will provide more specific information**
- More information will become available as the circumstances of the pandemic become known.
- Vaccine might be in short supply in the early stages of an influenza pandemic.
- People should anticipate that daily life could change for a while, such as school closings and travel limitations.

**People preparing now for pandemic influenza can help protect themselves and their families later**
- Keep a supply of essential supplies at home, such as food, water, medicine, and a thermometer.
- People can volunteer with local organizations to help with emergency response.
- Prepare as you would for any emergency that affects large segments of society, such as an earthquake or blizzard.

*Source: Department of Health and Human Services*

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**Fire Safety**  The campus is equipped with a city-approved fire protection and alert system. If there is a fire in your building, calmly find the nearest Zone Fire Alarm Pull Station and pull to alert Security, the fire department, and all other occupants of the building. In addition to the audible alarm buzzer, the alarms are also equipped with visual strobe laser lights to help evacuees find the closest exit from the building. The moment the Zone Fire Alarm Pull Station is activated, a monitor service calls the fire department.

In the event of a fire alert and/or fire drills, everyone in the building or area is to evacuate immediately in an orderly manner.

Safety & Security and Campus Facilities take the responsibility to assure that everyone is evacuated. As a general rule, please evacuate to the parking lots or in a dirt field as far away from the building as possible, not in any driveway and clear of the fire lanes. The full cooperation of faculty and staff during evacuation is required. Any employee who fails to evacuate during a fire alarm will be subject to action by MWU and local authorities.

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**CPR Quick Reference Guide for Adults (8 and up)**

**Assess**  (Are you okay? Shake person, in case sleeping)

**Alert**  (Someone to call 911 Safety & Security @ 7111)

1. **Airway**—Lift chin, clear mouth
2. **Breathing**—Look, listen, and feel for breathing (if needed, 2 slow breaths)
3. **Circulation**—Check for pulse, other signs of life (If needed, begin compressions.)
   - Two hands on lower portion of sternum
   - Two Breaths
   - 15 compressions + two breaths, for 4-6 cycles
   - Check for signs of life (If needed, repeat process.)

**Good Samaritan laws** will generally protect you as long as you:
- Act in good faith and do not ask compensation
- Are neither reckless or negligent
- Act as a prudent person would
- Only provide care within the scope of your training

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**Defibrillators**

Automatic External Defibrillators (AEDs) can save a life during a medical emergency. Simply stated, an AED is a device that literally “talks” the provider through the process of evaluating a patient for, attaching the patient to, and activating the AED therapy. The University provides CPR and AED training on a regular basis.