

# EMERGENCY PROCEDURES



Saint Xavier  
UNIVERSITY

## IMPORTANT NUMBERS

911 FOR POLICE, FIRE AND ALL LIFE-THREATENING EMERGENCIES  
PUBLIC SAFETY (773) 298-3911, OR DIAL 3911 FROM ANY CAMPUS PHONE



### FIRE

#### EVACUATE

- Pull the nearest fire alarm.
- Use stairwells to leave the building.
- Do not re-enter building(s) until directed by emergency personnel.
- Alert other people as you evacuate and provide assistance to others if necessary.



### MEDICAL EMERGENCY

#### GET HELP

- When reporting the medical emergency, provide the location, nature of injury or illness, current condition of the victim and other requested information.
- Do not move the victim unless in immediate danger.
- Avoid leaving an injured person except to summon help.
- Render first aid or CPR if you are trained and feel comfortable doing so.
- Call 911.



### ACTIVE SHOOTER

#### RUN - HIDE - FIGHT

- Call 911.
- Leave the building if you are safely able to do so.
- If evacuation is not possible, hide in a concealed place.
- Lock and barricade all doors and turn off the lights.
- Wait for law enforcement.
- As a LAST resort, overpower the shooter.



### TORNADO

#### SEEK SHELTER

- Move to an interior room on the lowest level.
- Stay away from windows and exterior doors.
- Listen to a weather radio for updates.
- Stay away from hazardous materials.



### SUSPICIOUS OBJECT

#### STAY CLEAR

- Be wary of objects out of the ordinary.
- If you have a gut feeling something is wrong, report it.
- Do not disturb, touch or use electrical devices near the suspicious object.
- Move at least 100 yards from the object.
- Call 911.



### POWER OUTAGE

#### IDENTIFY LOCATION

- Remain calm and offer assistance to others.
- Take the nearest marked exit.
- Do not panic or push others while exiting.
- Call Public Safety at (773) 298-3911 to report power outages.



### HAZARDOUS MATERIALS

#### STAY BACK

- Notify affected personnel immediately and evacuate the contaminated area.
- Move to a safe distance of at least 100 yards.
- Advise others to stay clear of the contaminated area.
- Wait for further instructions from emergency personnel.
- Call 911.



### AED AVAILABLE

#### ON CAMPUS AUTOMATED EXTERNAL DEFIBRILLATOR

- Call Public Safety at (773) 298-3911.



### SUSPICIOUS PERSON/ BEHAVIOR

#### REPORT

- Do not let a stranger into locked or secured areas for any reason.
- Do not confront or attempt to stop any crime in progress or person from leaving the area.
- Move to a safe location and call 911 or Public Safety at (773) 298-3911.



### EMERGENCY PHONES

#### STAY SAFE

- Press the button to automatically contact Public Safety Dispatch Center and speak with the dispatcher. There is both an emergency and an information button on each phone.
- Phones are located in various locations across campus.
- Upon pressing the button, your location is provided to the dispatch center.



### MENTAL HEALTH

#### MAKE AWARE

- If you become aware that someone is an immediate threat to themselves or others, call 911 immediately, then contact the Public Safety Dispatch Center at 3911.
- Watch for changes in behavior that indicate someone may need help, including verbal expressions of suicidal or violent thoughts or behavior, loss of emotional control, high levels of irritability and any changes in normal behavior.



### WHEN IN DOUBT, SHOUT IT OUT

#### CONTACT

Public Safety  
(773) 298-3911



### CAMPUS-WIDE EMERGENCY TEXT ALERT SYSTEM

Receive important emergency alerts to your cell phone via text by signing up through the mySXU portal under "Resources."