

# Important Safety Information for Summer Guests



## FIRE ALARMS MATTER

All DePaul University buildings have a fire alarm system in place with both audible and visual notifications. All members of the university community are expected to maintain an awareness of how to respond to active fire alarms that are sounding within university buildings. Fire prevention policy dictates that, upon sounding of the fire alarm on your floor, all occupants must evacuate, via stairwells only, to the ground level.

**When a fire alarm sounds on your floor, every DePaul employee, student and visitor on your floor must promptly and safely evacuate the building. Alarms matter because lives could be at stake.**

## FIRE EVACUATION SAFETY TIPS

- Know at least two stairwell exit routes from your floor.
- Do not take time to bring personal items. Just leave.
- Use stairwells that are free of smoke.
- Do not use elevators.
- Never open a door if it feels hot to the touch.
- Do not prop open any doors; it could spread the fire.
- Inform staff on the first floor if someone needs help.
- Keep the building entrance clear. After exiting, move away from the building entrance at least 300 feet. Emergency responders must have clear access to the building.
- Conduct a headcount and inform authorities if someone is missing.
- Return to the building only after officials give the all-clear.

## EVACUATION ASSISTANCE

During an emergency evacuation, the Office of Public Safety must have the ability to identify individuals who need evacuation assistance, including the type of assistance required. All students, staff and guests at DePaul University with disabilities and special requirements, including those with mobility, visual, auditory or cognitive impairments, who need assistance in an emergency evacuation are encouraged to self-identify and register with the Office of Public Safety. If needed, please register at the beginning of your stay. To self-identify, please contact the Assistant Director of Emergency Management at (773) 325-4414.

## SEVERE WEATHER AND TORNADOES

In the event of a Severe Thunderstorm Warning or Tornado Warning, an alert will be broadcast campus-wide over the emergency speaker system and scrolling message boards. Seek shelter in an interior hallway or bathroom on the lowest floor possible, away from windows. Crouch down to the ground and cover your head.

**In Clifton-Fullerton Hall, the interior hallways on the second floor will be the safest shelter location.** When moving to shelter as the storm approaches, use the stairs and avoid using the elevator.

Remain in your shelter location until the storm has passed, at which time an *all-clear* message will be broadcast over the emergency speaker system.

## OTHER EMERGENCIES

All residence halls, as well as hallways and classrooms across campus, are equipped with an emergency broadcast speaker system. This allows Public Safety to instantly alert the campus of any emergency, as well as instructions that should be followed. Listen carefully to any instructions you hear.

## SHELTER IN PLACE

A Shelter in Place strategy may be implemented when a situation poses a danger to health or life. It is used to keep students, faculty, staff and visitors inside a building rather than expose them to possible harm by allowing them to leave. A severe weather situation can trigger a shelter-in-place announcement. In this situation, securing building occupants while keeping the building open for others seeking shelter would be the normal procedure.

## LOCKDOWN

A lockdown may be implemented when a situation occurs that may pose a hazard to health or is life threatening. The intention is to increase safety and reduce injury to students and staff by limiting access to a building along with hazards and threats. A lockdown can be called for a variety of reasons. A building in lockdown will have restricted access until an all-clear is given by emergency personnel or staff.

**In case of an emergency on campus, contact Public Safety at (773) 325-7777.**