

DEPAUL UNIVERSITY



Emergency Procedures & Communication

Category: Operations

Responsible Department: Facility Operations

Responsible Officer: Vice President of Facility Operations

Effective Date: 12/7/2017

Policy Summary

The following action steps and communication procedures were established to provide guidelines to follow in an emergency. Some of these procedures are similar to those we use in routine situations, such as severely inclement weather, and serve as a reminder for them as well.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community.

Policy

Pursuant to the Illinois Campus Security Enhancement Act of 2008 (110 ILCS 12 et seq.), DePaul University has adopted an all-hazards Campus Emergency Operations Plan (located at <http://emergencyplan.depaul.edu/Pages/default.aspx>) that is intended to provide guidance in the event of an emergency at the Loop or Lincoln Park Campuses. In the event of an emergency, DePaul will utilize the Campus Emergency Operations Plan as a decision-making tool and general framework for intelligence collection, information dissemination and a programmed response. DePaul students, faculty, and staff should likewise strive to follow the guidelines provided in the Campus Emergency Operations Plan whenever an emergency occurs. Location-specific emergency guidelines have been developed for the University's suburban campuses and international locations incorporating the terms and conditions of leased space agreements.

Departmental Emergency Plans:

It is extremely important that Vice Presidents, deans and directors ensure the development and maintenance of emergency preparedness plans. These plans identify critical staff and appropriate

back-up staff, and train them on their roles and responsibilities to ensure everyone is prepared to help DePaul handle an emergency. Although classes may be canceled or a campus closed, these key staff teams may need to remain on campus to help DePaul manage the situation, ensure the safety of students, faculty and staff. The plans have communications instructions and relevant contact information to share important information as it becomes available and reach critical staff members. As defined by the [Business Continuity Management Policy](#), each area should also have a business continuity plan to recover their essential business services in case of a disastrous event.

Students, faculty and staff are encouraged to pre-plan for all building emergencies. If you have a cell phone, enter all emergency numbers for Public Safety into your phone. Become familiar with the floor area you are on and know where all emergency exits and phones are. In addition, students, faculty and staff should develop a buddy system with other individuals that could give assistance in emergencies.

DePaul University Public Safety Phone Numbers:

Lincoln Park Campus 773-325-7777

Loop Campus 312-362-8400

Procedures

The official, detailed procedures appear in the Campus Emergency Operations Plan, located at <http://emergencyplan.depaul.edu/Pages/default.aspx> . The following procedures are very brief summaries of the various emergency response procedures:

Evacuation Information:

If it is ever necessary to evacuate any university facility (facilities), the goal will be to cause the least interruption possible while ensuring safety. All unaffected campuses and buildings will continue to operate on normal class and business schedules. All university personnel are expected to follow instructions when alarms sound or Public Safety personnel give orders to evacuate. All alarms are to be taken seriously. When immediate evacuation is necessary, the University community will be alerted through a combination of electronic message boards, interior and exterior emergency speaker announcements, and intercom announcements, as well as the DPU Alert system, which has the capability of broadcasting thousands of voicemails, e-mails, and text messages to registered users within a matter of minutes.

When a fire alarm sounds, every DePaul employee, student and visitor must promptly and safely evacuate the building.

Occupants In Need of Assistance During Building Evacuations:

During emergencies evacuations, the Office of Public Safety must have the ability to identify individuals who need evacuation assistance, including the type of assistance required when evacuating from a DePaul building. All students, faculty and staff with disabilities, or 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 at the beginning of each academic quarter. To self identify, call the Assistant Director of Emergency Management/Public Safety at 773-325-4414 at the beginning of each quarter with your schedule and classroom or office information.

When alarms sound, all requiring assistance should proceed to a safe area away from the danger, see below evacuation options. Emergency personnel/first responders upon arrival will begin a search of all floors. If an individual finds themselves in a serious situation, they should immediately call 9-1-1 then DePaul Public Safety, and report their location.

In the event of an emergency building or campus evacuation, City of Chicago emergency personnel are the only personnel formally trained and authorized to provide physical evacuation assistance to an individual with mobility impairment. In the event danger is imminent and there is no time to wait for City of Chicago personnel, the University suggests the following evacuation options for students, faculty, and staff with such impairments:

- "Buddy System" Evacuation Option--Inform a student, staff and/or faculty acquaintance (a "Buddy") of the need for special assistance in the event of a fire alarm. When the fire alarm sounds, the "Buddy" should make sure of the individual's location, then go outside and inform emergency personnel of a person in a specific location who needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.
- Horizontal Evacuation Option--Move a safe distance away from the area of imminent danger to another wing of the building or opposite end of the corridor.
- Vertical (Stairway) Evacuation Option--Those who are able to evacuate with or without minor assistance may evacuate via stairways.
- Stay in Place Evacuation Option--Unless danger is imminent, remain in a room with an exterior window, closing the door if possible. If possible, dial 9-1-1. The individual should be prepared to tell the 9-1-1 operator his or her name, location and the nature of the emergency.

Emergency Contact Information:

All employees and students are required to enter or confirm a phone number and e-mail address in Campus Connection so that the University can reach them in an emergency. DePaul will send DPU Alerts in major, life-threatening emergencies and will follow all appropriate privacy procedures in maintaining this information in our system.

Campus Closure Information:

DePaul's home page will be the primary source of information during a weather-related closing or an emergency. All personnel should assume the university is open unless a notice is placed on the home page. If classes will be cancelled, an alert will be posted prominently in the middle of the home page. Similar details may be made available in news releases posted on DePaul's online Newsroom. In the event of a major emergency that disrupts the university's operations, DePaul's home page will be replaced with an emergency information Web site. Essential information will be posted early in the emergency and updated throughout the situation as additional details become available.

Divisional Collaborations

- Public Safety
- Student Affairs
- Media Relations

- Compliance & Risk Management
- Office of Human Resources
- Global Engagement
- Office of the General Counsel
- Academic Affairs

Contact Information

Public Safety

<http://publicsafety.depaul.edu/index.asp>

Study Abroad Program's safety information

<http://studyabroad.depaul.edu/>

Appendices

None

History/Revisions

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