



# MUNDELEIN SEMINARY

# EMERGENCY RESPONSE GUIDE

## ACTIVE SHOOTER

Quickly determine the best way to protect your life

### Evacuate If Possible

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding officers.

### Hide Out

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors
- Silence cell phones

### Take Action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter if possible

**Call 911 or Public Safety at 847.970.4815 when it is safe to do so**

If you are not immediately impacted by the incident, please take the following actions:

- Stay away from the building/area;
- Notify everyone around you to stay away from the area;
- Obey all verbal direction given by law enforcement/public safety officers;
- Take protective action and stay away from door and windows.

When law enforcement arrives, remain calm and follow officers' instructions. Keep hands visible at all times.

## THREATS OF VIOLENCE/CRIMINAL ACTIVITY

The University strives to maintain an environment free from intimidation, threats (direct or implied) or violent acts. The University will not tolerate intimidating, threatening or hostile behavior of any kind. This includes threats, physical abuse, stalking, vandalism, arson, sabotage, possession or use of weapons of any kind on University property, or any other act that is dangerous in the workplace. Any object, regardless of its nature, is considered to be a weapon when used in a threatening or violent manner.

The University campus is located in a community with well-trained, responsive police and fire departments equipped to handle all emergencies. If a major or serious crime occurs, the police will, once on the scene, take control of the situation as provided by law. The Public Safety Office relies on the Police Department for assistance in formulating crime prevention techniques and planning for the future.

### Emergency

If a threat seems imminent or if violent behavior is in progress, 9-1-1 should be called immediately for police assistance. Public Safety should be called after 9-1-1.

### Non-Emergency

Upon learning of a threat of violence, faculty and staff should notify their manager, Public Safety and/or Human Resources as soon as possible, and provide assistance with the investigation as necessary. Incidents may be reported anonymously if a victim feels that it is in his/her best interest to do so.

Employees who believe that they have been subject to any of the behaviors listed above or who observe or have knowledge of a violation of the Human Resources policies and procedures shall immediately report the incident to their manager and to Public Safety and/or Human Resources. Complaints will be promptly investigated. When the results of an investigation indicate the necessity to do so, disciplinary action up to and including discharge of individuals engaging in intimidating, threatening or hostile behavior will be taken.

Public Safety will work with Human Resources as well as outside police agencies, as necessary, to investigate complaints or incidents and initiate appropriate follow-up action.

## EVACUATION & REVERSE EVACUATION

If an emergency situation arises and the University must evacuate any of its facilities, our goal will be to keep unaffected campuses or portions of the campus open and operating on a normal class and business schedule.-

### GENERAL EVACUATION PROCEDURE

In the event of an emergency situation requiring evacuation, students, faculty, staff and visitors will be alerted. Everyone will be instructed to leave personal belongings and evacuate the building quickly and will be allowed back in the building as soon as the appropriate authorities issue an "all-clear." Refrain from using phones while evacuating to allow for a quick evacuation.

In the event of an emergency other than fire, for example criminal activity, Public Safety shall

determine whether evacuation is necessary and communicate with appropriate staff to ensure swift and efficient evacuation of students, staff, faculty and guests. In the event of a building

evacuation, one of the closest non-affected University buildings will serve as the reassembly area. Follow instructions from law enforcement or university personnel for the location of the reassembly area.

### REVERSE EVACUATION/LOCKDOWN

If it appears dangerous for the community to remain outside, then all students, staff, faculty and guests may be directed to move into a building(s), for example, in the event of a tornado, armed aggressor, or any other major event near the campus. A complete lockdown of the building(s) may be required. The general purpose of a lockdown is to convert a building into a large "Safe Room"

and will be made only if there is a serious risk of danger to staff, faculty and students. The decision to initiate building lockdown procedures may be at the discretion of University administration or in response to a request by local law enforcements officials.

### In the event of a lockdown:

- In a classroom: close doors and deadbolt if possible. Turn off lights, silence phones and stay away from windows.
- In office area: remain in office, or secure area, with the door locked. Turn off lights, silence phone and stay away from windows.
- In common area: move to a lockable room (nearby classroom, office, etc.) as soon as possible.

Remain in your secure area until further instructions are provided. Monitor InformaCast for further instructions.

## PREPARING FOR EMERGENCIES

There are several simple steps you can do to be better prepared to handle emergencies. In order to be prepared, you should:

- Talk about the evacuation plans for your department with your co-workers. Note your evacuation assembly area here: \_\_\_\_\_
- Always locate two exits in any building that you frequent.
- Think about how you will communicate with family and friends during an emergency when cell phone systems will be overwhelmed - text first, talk second. Consider establishing a network of town emergency contact person who family and friends can call to check in and relay messages.
- Keep a printed list of phone numbers for family, friends and other contacts in case your cell phone is inoperable.
- Have an emergency kit in your car and/or residence with a flashlight, whistle, small first aid kit, battery-powered or hand crank radio, and other items to sustain you for three days (visit [www.ready.gov/build-a-kit](http://www.ready.gov/build-a-kit) for more information on recommended supplies).

## FIRE

### FIRE ALARMS

Any fire alarm calls for an immediate and full building evacuation. In the event of an actual fire related emergency, 9-1-1 should be called immediately. Additionally, evacuation procedures as set forth in the Evacuation section should be followed.

Upon the triggering of a fire alarm, residents and guests should be directed to

leave the building and contact **Public Safety at 847.970.4815**, providing as much information as possible, including the building's location, the name of the building and location of the alarm. This evacuation only can be halted by the Fire Department giving the "all clear." During an evacuation, only stairways should be used; elevators should never be used. If one stairway is impossible, the one at the opposite side of the building should be used.

### FALSE ALARMS

False alarms are serious pranks that have the potential for creating panic situations, as well as being the cause of unintentional injury. Anyone apprehended in the act of triggering a false alarm or reported to have been the cause of a false alarm should be turned in to the proper authorities for disciplinary action and/or criminal prosecution.

### FIRE PREVENTION

In the interest of fire prevention and safety, faculty and staff must maintain an awareness of various potential building hazards in their respective areas. Always remove clutter; properly dispose of old papers, books, boxes, printouts, etc.; keep halls and doorways clear; and properly store volatile or flammable substances in approved containers.

All University personnel also should make an effort to familiarize themselves with the locations of stairwells and emergency equipment, such as fire extinguishers and hoses, in and around the areas of the University they frequent.

## EMERGENCY NOTIFICATION

Depending on the nature and time of the emergency, the University community will be alerted as soon as possible through a combination of:

- InformaCast "Emergency Alert System" (EAS)
- Cisco phone speaker
- Public Safety Vehicle Public Address System
- E-Mail

## MEDICAL EMERGENCIES

If a student, employee or visitor experiences a medical emergency while on campus, University staff and faculty are advised to call 9-1-1 immediately, and then contact Public Safety at 847.970.4815. All accidents or injuries that occur on University property, whether life threatening or not, must be promptly reported to Public Safety so that a report can be issued.

The Public Safety supervisor and officers can assist in the transportation of seriously injured or suddenly ill students, faculty and staff members to the nearest hospital utilizing the following:

- Paramedics
- Public Safety vehicle
- Private ambulance
- Taxi

In addition, the University should coordinate with local authorities and emergency medical providers and follow their directives as to the provision of essential medical care and sanitation services.

Note: There are several Automated External Defibrillators (AED)s located in various locations on campus marked with an AED sign. AEDs are used to treat sudden conditions that cause the heart to stop by delivering a shock across the heart if it is needed.

**• 9-1-1 should be called as soon as possible when using an AED**

## MENTAL HEALTH CRISIS

If there is reason to believe that a University student, faculty or employee is experiencing a mental health emergency and may present a danger to him/herself or others, **contact Public Safety at 847.970.4815**.

If there are general concerns regarding the mental health or well being of a University student, the Vice Rector for Formation office should be contacted. The Vice Rector for Formation has resources available and is prepared to provide assistance to troubled students through counseling, interventions and referrals.

If there is general concern regarding the mental health of well being of a University faculty or staff member, **Human Resources should be contact at 847.970.4902**.

### Counseling Services Available for Faculty and Staff

University faculty and staff who may be experiencing difficult personal problems should contact the Director of Human Resources at 847.970.4902.

If there is significant decline in an employee's work performance or a specific on-the-job incident, the employee's supervisor, in consultation with the Director of Human Resources, may make a formal referral that requires the employee's participation.

## PERSONS REQUIRING ASSISTANCE

Students, faculty and staff who have disabilities are encouraged to self-report their status to **Public Safety at 847.970.4815**, so appropriate action can be planned for or taken on their behalf in the event of an emergency situation.

Upon contacting Public Safety, the following will be requested:

- Name
- Hours in building
- Office phone #
- Days of the week
- Cell phone #
- E-Mail address
- Building
- Type of assistance needed
- Office room/classroom #

**Note:** At the beginning of each academic semester students must update their information due to class and location changes. All others are encouraged to update their information as needed. When alarms sound, all requiring assistance should proceed to a safe area away from the danger; see the evacuation and reverse evacuation section. Emergency personnel/first responders upon arrival will begin a search of all floors. If individuals find themselves in a serious situation, they should immediately call 9-1-1, then Public Safety at 847.970.4815, and report their location.

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

- **"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.

Residential buildings are equipped with fire alarm horns/strobes that sound an alarm and flash strobe lights. However, persons with hearing and/or vision impairments may not immediately notice or hear emergency alarms and may need to be alerted of emergency situations. Some persons may need to be alerted to the situation by gestures or by turning the light switch off and on. Emergency instructions can be given by verbalizing, mouthing or by a short, explicit, written note. University faculty and staff are encouraged to offer such assistance, as appropriate.

## BOMB THREAT

All bomb threats are to be reported to the Public Safety Office at 847.970.4815. Upon receipt of a bomb threat, Public Safety will **call 9-1-1**.

**If a bomb threat is received by phone:**

- Remain calm and write down the exact wording of the threat. If possible, ask:
  - o When is the bomb going to explode?
  - o Where is it right now?
  - o What kind of bomb is it?
  - o What will cause it to explode?
  - o Did you place the bomb?
  - o Why?
  - o What is your address?
  - o What is your name?

## EMERGENCY CONTACTS

In life-threatening emergencies, always call **9-1-1** first and then Public Safety at **847.970.4815**.

**Mundelein Fire & Police (Emergency): 911 (from campus phone)**  
**Mundelein Police (Non-Emergency): 847.968.4600**  
**Libertyville Police (Non-Emergency): 847.362.8310**

Dr. Dennis Grollo (Libertyville): 847.362.2311

**Walgreen's Drug Store**  
345 N. Lake St. Mundelein,  
IL 60060  
Phone: 847.566.6011

**Target Clinic- Vernon Hills**  
313 E. Townline Road (Route 60)  
Vernon Hills, IL 60061  
Phone: 847.680.0390 ext. 3670

**Target Clinic- Mundelein**  
3100 W. Illinois Route 60  
Mundelein, IL 60060  
Phone: 847.367.2650  
Hours: M-F: 9am-7:30pm Sat-Sun: 9am-4pm

**Advocate Clinic @ Walgreens**  
1770 N. Milwaukee Ave.  
Libertyville, IL 60048  
Phone: 847.327.9706  
Hours: M-F: 9am-7:30pm Sat-Sun: 9am-4:30pm

**Walgreen's Drug Store**  
1470 S. Milwaukee Ave.  
Libertyville, IL 60048  
Phone: 847.247.0682

**Northwestern Medicine  
Grayslake Emergency Center**  
1475 E. Belvidere Road  
(Route 120)  
Grayslake, IL 60030-2012  
Phone: 847.535.8950

**Advocate-Condell Emergency Dept.**  
801 South Milwaukee Avenue  
Libertyville, IL 60048  
Phone: 847.990.5300

**Advocate-Condell Immediate  
Care Center**  
6 Phillip Road  
Vernon Hills, IL 60061  
Phone: 847.680.0500  
Hours: 8am-8pm

**Northwestern Medicine  
Immediate Care Vernon Hills**  
870 N. Milwaukee Ave., Suite  
100 Vernon Hills, IL 60061  
Phone: 847.475.2273  
Hours: 8am-8pm

**Northshore University Health  
Systems Immediate Care  
Center Gurnee**  
7900 Rollins Road, Suite 1100  
Gurnee, IL 60031  
Phone: 224.364.2271  
Hours: 8am-8pm

### In the event that an object is found:

- The police department will be notified in person or by telephone and that the Bomb and Arson Unit may be required;
- The evacuation of the affected area will be ordered, jointly, by the ranking Public Safety person and the non-Public Safety person on the scene;
- The deployed Public Safety personnel will isolate the affected area, assist in the evacuation, and open all windows in the affected area; and
- The evacuees will be sent to a site that is sufficiently distant from the area.

## CIVIL DISTURBANCE

### In the event of a civil disturbance demonstration:

- Notify Public Safety if access in or out of university buildings is blocked, or if it appears safety may be endangered.
- InformaCast Emergency Alert System (EAS)
- Avoid disturbance as much as possible. Avoid provoking or obstructing demonstrators.
- If the disturbance is outside, stay indoors and away from doors or windows.
- Evacuate the building or other areas as directed by law enforcement or Public Safety

## SUSPICIOUS MAIL OR PACKAGE

Mail Services is responsible for processing all official University mail sent and received by faculty and staff. However, business and academic units occasionally receive mail and/or packages directly, particularly by courier. They are advised to be wary of envelopes or packages delivered to their office that display one or more of the following characteristics:

- No return address;
- Misspelled words
- Envelopes or packages sealed with excessive tape;
- Poor type or illegible/unusual handwriting;
- Incorrect name, address or title;
- Powder or other substance seeping through packaging;
- Excessive postage;
- Protruding wires;
- Strange odors emanating from the item; and
- Oil stains, crystallization or other discolorations on packaging material.

Show a piece of mail or a package that displays the above-listed characteristics be received and there is suspicion the item may contain an explosive, chemical, biological or radiological threat:

- Isolate the item immediately;
- Do not open, move, smell or taste the suspicious item;
- Leave the immediate area and warn others in the area to do the same; and
- Call Public Safety at 847.970.4815 for further instructions and assistance.

## SEVERE WEATHER

In the event of a tornado or other severe weather, the EAS will be activated. University personnel should advise students, faculty, staff and guests to:

- Close all windows, drapes, blinds and shades;
- Move away from the outside perimeter of the building and toward a safe area on your floor, such as an interior washroom, stairwell, basement or any other interior room avoiding first floor lobby areas and any other areas with large, glass windows. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows;
- Do not attempt to leave the building;
- Do not get on an elevator;
- If you are outside with no shelter: Do not get under and overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in your car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries;
- Remain calm and follow the directions of Public Safety personnel; and
- Monitor InformaCast for further instructions.

## HAZARDOUS MATERIALS INCIDENT

In the event of a chemical spill or any other accident or emergency involving hazardous materials, individuals should be advised:

- To call Public Safety at 847.970.4815 and/or 9-1-1 from the nearest telephone;
- To evacuate the area immediately and alter others nearby;
- Only trained personnel should handle minor or incidental spills and should follow the documented procedures for cleaning up the spill;
- Do not expose yourself to a dangerous situation
- Personnel should not attempt to clean large spills or spills of extremely hazardous substances. The area should be evacuated and the "Emergency Alert System & the Crisis Management Plan" should immediately be implemented; and
- Do not re-enter the contaminated area until given the all-clear by Public Safety personnel. If possible, personnel should be prepared to provide the following information when coordinating with emergency personnel:

- Name and quantity of the chemical/material spilled;
- Location of the spill (building name and room number);
- Information regarding anyone injured or otherwise contacted by the material; and
- A description of any fire or explosion caused by or occurring nearby the spill.

In addition to Public Safety, Environmental Services should be notified promptly of all chemical and other toxic substance incidents, even if no injury or damage of facilities has occurred or is apparent at the time.

Monitor InformaCast for further instructions.

## FLOODING

In the event of severe flooding, contact **Public Safety at 847.970.4815**. Broken water pipes, water leaks and overflowing or clogged drains that do not present an emergency situation should only be **reported to facilities at facilities@usml.edu**. If flooding occurs in a residence facility, facilities will notify Environmental Services. If residential areas are rendered uninhabitable, Environmental

Services will relocate residents to other areas on campus or secure alternative temporary housing arrangements as needed.

## COMMUNICABLE ILLNESS

Upon learning that a member of the University community has contracted a severe communicable disease, or wide-reaching food borne illness, the University will inform local Public Health Officials and comply with any corresponding directives from those Health Officials.

The University community will be alerted via e-mail.

Managers, Directors or Supervisors: If you are informed that an employee has a communicable illness, please contact **Public Safety at 847.970.4815**.

## ELEVATOR EMERGENCY

When an emergency alarm from an elevator is sounded, contact **Public Safety at 847.970.4815**.

The following procedures shall be followed: Public Safety shall determine which car is in trouble and its building/floor location by way of intercom systems (if elevator is equipped with one), or in person; Public Safety personnel will contact the car and ask if the passengers are all right and if the emergency buttons are in the out position.

The passengers should be informed that service is on the way. If the car remains stalled, the passengers should be advised:

- Not to panic;
- That emergency elevator service or **9-1-1 has been called**;

- Not to attempt to open the doors;
- To stay clear of the doors; and
- Not to exit until told to do so.

## UTILITY/PHONE/IT FAILURE

### Utility and Facility Related Emergencies

Utility failure emergencies should be reported immediately to **facilities@usml.edu**. **Public Safety at 847.970.4815** should also be notified if the utility failure is potentially threatening to the safety of persons or facilities. The following list provides examples of utility and facility-related emergencies:

- Widespread power outages
- Water leaks
- Broken pipes
- Broken windows
- Elevator malfunction
- Heating or air conditioning problems
- Bathroom clogs or overflows (sinks/toilets)
- Gas leaks or odors
- Broken locks

### Work Orders - Non-Emergency Issues

Utility issues that do not constitute and actual emergency should be reported to facilities@usml.edu. The following list provides examples of non-emergency utility and facility related issues:

- Minor clogs or slow-moving drains
- Limited power outages or burned-out light bulbs in non-critical areas

### Phone & IT Failures

**Call IT at 847.932.3380** to report an outage. If this number is not working, try the Public Safety alternate numbers listed below.

- In the event of a campus-wide phone failure, Public Safety's normal phone numbers will not work, including the emergency number. **Public Safety's alternate phone numbers in a power outage are 847.561.9397 or 847.561.9383.**

## SEXUAL & RELATIONSHIP VIOLENCE

Individuals of any sex, sexual orientation or gender identity may experience sexual or relationship violence. There is nothing a person can do to deserve or provoke sexual or relationship violence. Reports of sexual and relationship violence should be made to **USML's Title IX Coordinator, Mr. Tad Geiger at 847.970.4902**.

In the matter of an emergency, the report should be made to USML Public Safety at 847.970.4815. Sexual and relationship violence is defined as follows:

**Sex Offense (including Sexual Assault):** Sex Offense means any sexual act directed against another person without consent, including instances where the individual is incapable of giving consent as defined below. Sexual Offenses include, but are not limited to, rape, forcible sodomy, sexual assault with an object, fondling or kissing without consent, incest, statutory rape, the threat of sexual assault, sexual abuse, or any unwanted physical contact of a sexual nature that occurs without consent by all the individuals involved. Many sex offenses are also sometimes collectively referred to as sexual assault.

**Sexual Misconduct:** Sexual Misconduct means taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to:

- Sexual voyeurism or permitting others to observe the intimate activity of another person;
- Indecent or lewd exposure;
- Recording any person engaged in sexual or intimate activity in a private space;
- Distributing sexual or intimate information, images or recordings about another person; or
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct occurs.

**Domestic Violence.** Domestic Violence means violence committed by a family or household member. A family or household members includes parents, children, current or former spouses, a person with whom the reporting/affected individual shares a child in common, a person who is cohabitating with or has cohabitated with the reporting/affected individual, and others as defined by Illinois law.

**Dating Violence.** Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting/affected individual (i.e., a relationship which is characterized by the expectation of affection or sexual involvement between the parties); and where the existence of such a relationship shall be determined based on a consideration of factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic and dating violence can be a single event or a pattern of behavior. The following are examples:

- Physical violence or assault;
- Sexual violence
- Emotional violence;
- Economic abuse;
- Threats;
- Property damage; and
- Violence of threat of violence to one's self, one's sexual or romantic partner, and/or to the family members or friends of the sexual or romantic partner.

**Stalking.** Stalking means a course of conduct (i.e., two or more acts) directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

At USML, consent is defined as unambiguous and freely given agreement to move forward with a specific sexual request, act or experience. Consent cannot be obtained from individuals who are unable to understand the nature of the activity or give consent due to being asleep, unconscious, underage, or due to having a temporary or permanent mental or physical incapacity, including as a result of drug or alcohol use. Consent is an affirmative act, not a lack of action. Lack of verbal or physical resistance or submission as the result of force, coercion, duress, or threat thereof does not constitute consent. The absence of "no" or "stop" should never be interpreted as implicit consent if consent is otherwise unclear. An individual's manner of dress does not constitute consent. Consent to past sexual activity or a past sexual relationship does not constitute consent. Consent to engage in sexual activity with one individual does not constitute consent to engage in sexual activity with another individual. Resistance is not required to demonstrate lack of consent. Consent can be withdrawn at any time.

**Reporting:** Federal laws, including Title IX, the federal civil rights law that prohibits sex discrimination in education, require that university employees, including faculty, respond with specific steps when an individual discloses issues related to sexual or relationship violence. These steps are detailed below.

If a student or another faculty or staff member discloses to you that they:

- Have experienced sexual or relationship violence
- Have witnessed or learned about sexual or relationship violence
- Are facing potential consequences in, or are otherwise involved in, an issue related to sexual or relationship violence

Follow these steps:

- DISCLOSE YOUR ROLE. As soon as the individual appears to be disclosing an issue related to sexual or relationship violence, inform the individual of your obligation to report any information shared. If the individual wishes to speak to someone confidentially, offer to connect the individual with a confidential reporting resource. The following offices at USML have been designated as confidential reporting resources for students and employees:  
**For students only:**  
**Fr. Carlos Rodriguez. 847.970.4846; crodriguez1@gmail.com**  
**For employees only:**  
**Director of Human Resources. Mr. Tad Geiger. 847.970.4902.**

- tgeiger@usml.edu**
- CARE. Ensure that the person is safe. Show empathy. Give non-judgmental support.
- REPORT. Regardless of whether the individual will report the incident, you are required to promptly report the incident to USML's Title IX Coordination. This report can be made directly to the Title IX Coordinator or through Public Safety.

- Title IX Coordinator (847.970.4902, tgeiger@usml.edu)
- Public Safety: 847.970.4815