INSTRUCTORS: PRESENT TO YOUR CLASS ON DAY ONE IN SOME FORM. You may duplicate the page which follows and attach to your syllabus if desired.

In case of fire:

1. Determine evacuation routes in advance.
2. Calmly walk to the exit, following these routes.
3. Gather at a safe distance from the building so that it can be checked that everyone is out.
4. If you cannot exit, close the door, open the window, and signal firefighters.

In case of tornado:

1. We MUST go to the lowest level of the building, to the east corridor if possible.
2. Shut doors of the classrooms near you in the basement.
3. DO NOT return to class or leave the building until you have been told by staff that it is safe.

In case of active threat:

1. Call 9-1-1 as soon as it is safe to do so.
2. Evacuate the area by a safe route if possible, or seek safe refuge.
3. If you must stay here, close the doors and windows and set up a barricade to the door and any ground level windows.
4. Do not attempt to make contact (verbal or physical) with the individual responsible for the threat unless no other option is available.
5. Keep a solid object between you and the threat at all times.
6. Plan for the worst: locate objects to use as weapons or develop a plan as a group for how to combat the attacker. But, only you, as an individual, can decide if you want to engage the attacker.
7. DO NOT open the door for anyone but the Police.
8. DO NOT approach police officers as they attempt to locate and neutralize the threat.

For Instructors who teach in Altgeld Hall: Evacuation routes are clearly posted in each classroom. Show these to your students. Follow the indicated routes.