

EMERGENCY PHONE NUMBERS

Northwestern University Police 911
Northwestern University Police/Non-emergency 847-491-3254

Personal Concerns: Student Issues, Hospitalizations, Emergency Notifications, ETC.

<u>Day & Evening Contacts</u>	<u>Office</u>	<u>Cell</u>
1. Benjamin Reynolds	847-866-3936	312-780-9228
2. Paul Ortiz	847-866-3939	312-925-8087
3. Cheryl Larsen	847-866-3994	773-930-5220

FOR ALL EMERGENCIES

CALL & CALMLY STATE

- ◆ Your name
- ◆ The building and location of the emergency
- ◆ The nature of the emergency (sickness, bodily injury, fire, chemical spill, etc.)
- ◆ Hazards present that may affect responding emergency personnel
- ◆ A phone number near the scene where you can be reached.
- ◆ Wait for instructions from emergency response personnel.
- ◆ In the case of evacuation:

Do not re-enter the building until told it is safe to do so.

After Hours Emergency Procedures: Fire Theft, Injuries or Vandalism

Step 1: Call 911 and give specific information of location and nature of call.

Step 2: Notify the Office of Building and Grounds by calling the following numbers, listed in order of succession, until you speak with someone. Remember to leave a message if there is no answer at each number so your call can be returned.

	<u>Cell</u>	<u>Other</u>
1. Cheryl Larsen	773-930-5220	cheryl.larsen@garrett.edu
2. Ed Canchola	847-691-4290	eduardo.canchola@garrett.edu
3. Zak Grahovac	847-800-9450	847-492-0502

Step 3: Return to the location of the emergency to be available for police, fire department, ambulance, etc. for further information. If possible, position another trusted person by the phone to relay or accept additional information from seminary, Northwestern University or City of Evanston personnel.

Step 4: Subsequently, be sure that an **Incident Report** is registered with the Buildings and Grounds and Business Affairs, especially when the emergency involved any injuries or damage. **The Incident Report form** can be found on **MyGets** under **Office of Student Life, All Forms and Handbooks**.

Maintenance Concerns

<u>Day Time</u>	<u>Office</u>	<u>E-Mail</u>
1. Cheryl Larsen	847-866-3994	cheryl.larsen@garrett.edu

<u>Extreme Emergency</u>	<u>Office</u>	<u>Cell</u>
1. Cheryl Larsen	847-866-3994	773-930-5220
2. Paul Ortiz	847-866-3939	312-925-8087
3. Dale McClain	847-866-3920	847- 370-0610

<u>Evenings – Emergencies Only</u>	<u>Home</u>	<u>Cell</u>
1. Cheryl Larsen	847-866-3994	773-930-5220
2. Ed Canchola	N/A	847-691-4290
4. Paul Ortiz	847-866-3939	312-925-8087