



EMERGENCY PHONE NUMBER

Evanston Police Department Emergency: 911
Non-Emergency: 311 (within Evanston) or 847.866.5000

EMERGENCY PROCEDURES

Fire, Theft, Injuries, Vandalism, and Immediate Danger

Step 1: When you call 9-1-1, calmly answer the dispatcher’s questions. Be prepared to provide:

- Your name
- The building and location of the emergency
- The nature of the emergency (sickness, bodily injury, fire, chemical spill, etc.)
- Any hazards present that may impact the emergency responders
- A phone number where you can be reached

Wait in a place the 9-1-1 dispatcher and you agree is safe for you to be and so that emergency responders (police, fire department, and/or ambulance) will know where to find you when they arrive. In the case of evacuation, do not re-enter the building until you are told it is safe to do so.

Step 2: After you dial and complete the call with 9-1-1 and are safe and able to do so, seek another trusted person to call the following numbers, listed in order of succession, until they speak with someone from Garrett-Evangelical. This will enable one person to be available to emergency responders and the other to relay or accept additional information from Garrett-Evangelical. If there is no one else with you, then after you dial and complete the call with 9-1-1 and are safe and able to do so, you can call the following numbers. Remember to leave a message if there is no answer at each number so your call can be returned.

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|------------------|-----------------|--|
| 1. Cheryl Larsen | C. 773.930.5220 | cheryl.larsen@garrett.edu |
| 2. Josten Berczy | C. 847.691.4290 | josten.berczyk@garrett.edu |
| 3. Zac Grahovac | C. 847.800.9450 | zac.grahovac@garrett.edu |

Step 3: When emergency responders arrive, follow the instructions you receive from them. In the case of evacuation, do not re-enter the building until you are told it is safe to do so.

PERSONAL CONCERNS

Student Issues, Hospitalizations, Emergency Notifications, etc. (Day and Evenings)

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| 1. Benjamin Reynolds | O. 847.866.3936 | C. 312.780.9228 |
| 2. Tulani Myers | O. 847.866.3939 | C. 262.885.2642 |
| 3. Cheryl Larsen | O. 847.866.3994 | C. 773.930.5220 |

MAINTENANCE CONCERNS

During Buildings and Grounds Business Hours (Mon-Fri from 8 a.m. to 4 p.m.)

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| 1. Josten Berczy | C. 847.691.4290 | josten.berczyk@garrett.edu |
| 2. Cheryl Larsen | C. 773.930.5220 | cheryl.larsen@garrett.edu |

After Business Hours (Emergencies Only)

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| 1. Cheryl Larsen | C. 773.930.5220 |
| 2. Josten Berczy | C. 847.691.4290 |
| 3. Zac Grahovac | C. 847.800.9450 |

Extreme Emergency

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| 1. Cheryl Larsen | C. 773.930.5220 | O. 847.866.3994 |
| 2. Josten Berczy | C. 847.691.4290 | O. 847.866.3995 |
| 3. Kevin Miller | C. 847.613.7010 | O. 847.866.3920 |