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.

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

1. Benjamin Reynolds 0. 847.866.3936 C. 312.780.9228
2. Tulani Myers 0. 847.866.3939 C. 262.885.2642
3. Cheryl Larsen 0. 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.)
1. Josten Berczy C. 847.691.4290 josten.berczy@garrett.edu
2. Cheryl Larsen C. 773.930.5220 cheryl.larsen@garrett.edu

After Business Hours (Emergencies Only)
1. Cheryl Larsen C. 773.930.5220
2. Josten Berczy C. 847.691.4290
3. Zac Grahovac C. 847.800.9450

Extreme Emergency
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