

# NACURH

## ANNUAL CONFERENCE 2025

# Security Guide

Illinois State University

May 22 - 25, 2025

# Welcome



Welcome to NACURH 2025: Leadership Through the Looking Glass. Come! Join us down the rabbit hole, take out your pocket watch and discover how this guide will help you navigate our safety and security process.

While our conference team wants to provide the absolute best and most positive experience for all delegates, we also have to prepare for the worst circumstances. In this guide, we detail our campus map, some common facilities we will be using, and what to do in certain scenarios if they were to occur. While this is not a comprehensive list of all emergencies, we have highlighted the most common. If you would like to view all of Illinois State University's emergency plans, please download the SafeRedbirds App or visit the [SafeRedbirds](#) page.

Sincerely,  
Jocelyn Williams  
Transportation and Security Chair  
[conf\\_transportation@nacurh.org](mailto:conf_transportation@nacurh.org)

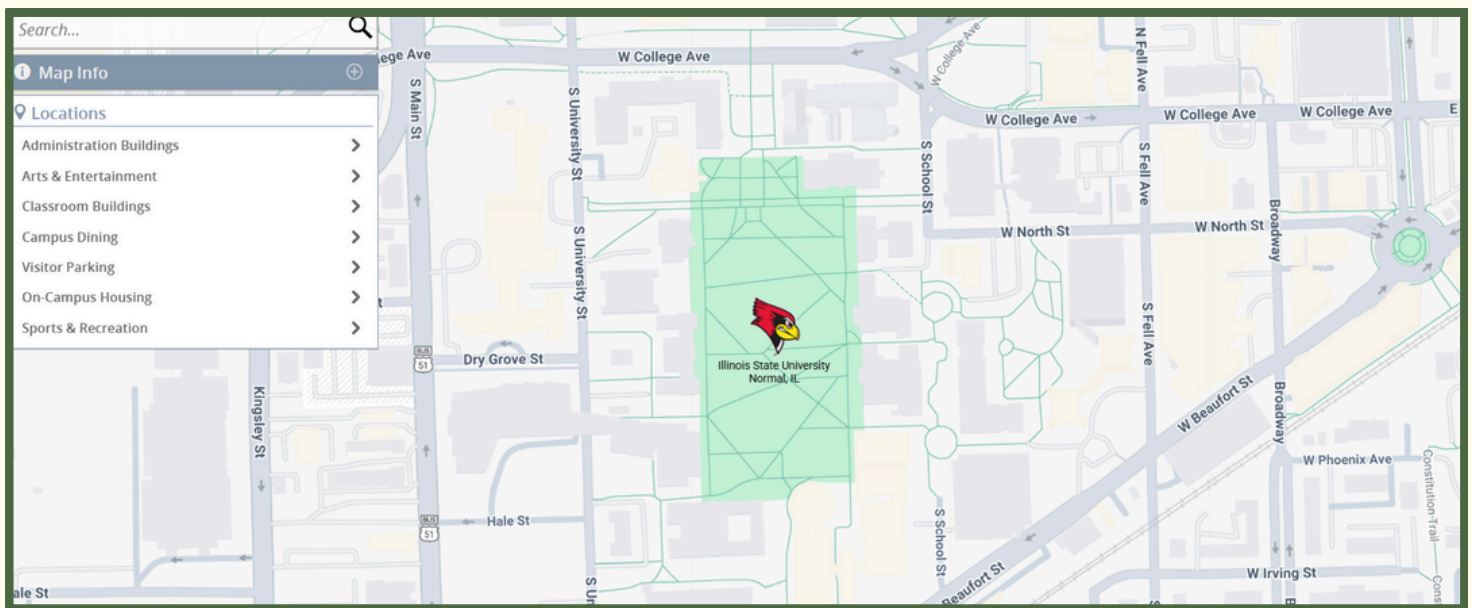
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# Campus Map

Get to know our campus from afar by navigating our digital map of the quad, classroom buildings, sports & recreation spaces, arts & entertainment, visitor parking, and our on-campus housing. We can't wait for you to experience it in-person!



Get to know our campus!



<https://maps.illinoisstate.edu/>

# Safety & Security



Illinois State University's Emergency Management Office, in conjunction with Illinois State University's Police Department, has meticulously crafted these guidelines to seamlessly integrate with emergency response protocols, law enforcement procedures, and medical standards within McLean County, here in Bloomington-Normal, Illinois.

Our aim is to ensure a synchronized and effective response in times of crisis. Upon protocol activation, these guidelines serve as the definitive policy throughout the duration of the emergency. All delegates and staff members are required to adhere strictly to the directives issued by university public safety officials and these guidelines until the emergency has been resolved.

In case of assistance or police intervention, delegates or advisors can reach out to the ISU Police Department at **309-438-8631**.

In addition to these comprehensive safety measures, access to residence halls will be restricted to individuals with key card access. This limitation ensures tighter security and enhances the safety of our campus community. We appreciate your cooperation in adhering to these protocols for the safety and wellbeing of all.

# Conference Locations



Hewett Hall



101 N. Fell Avenue  
Normal, IL 61701

Manchester Hall



215 W. Mulberry Street  
Normal, IL 61761

Vrooman Center



213 W. Mulberry Street  
Normal, IL 61761

Watterson Dining  
Commons



301 S. Fell Avenue  
Normal, IL 61761

Center for the  
Visual Arts



468 W. Beaufort Street  
Normal, IL 61761

Edwards Hall



110 S. University Street  
Normal, IL 61761

Schroeder Hall



403 W. College Avenue  
Normal, IL 61761

The Bone Student Center



200 N. University Street  
Normal, IL 61761

Student Fitness Center



347 S. University Street  
Normal, IL 61761

The Bowling and  
Billiards Center



209 N. School Street  
Normal, IL 61761

CEFCU Arena



702 W. College Avenue  
Normal, IL 61761

State Farm Hall of  
Business



410 S. University Street  
Normal, IL 61761

# Emergency Phone Numbers



In case of an emergency, it's crucial to have important phone numbers readily available. In addition to Illinois State University's many blue lights that connect to ISU police dispatch throughout campus, there is also a list of emergency contacts located within the **SafeRedbirds App**, including 911, ISU police department, student counseling services, PATH (mental health hotline), and the virtual blue lights. For your convenience, here are essential contacts:

**ISU Housing:**

**Vrooman Center Front Desk: 309-438-4519**

**In Case of Emergency, Dial 911**

**ISU Police Department (Non-Emergency): 309-438-8631**

Keep these numbers accessible for immediate assistance during any emergency situation.

# Emergency Reporting



In the unlikely event of an emergency, being prepared is important. Below you will find information about potential emergencies and how to respond.

If you become aware of any emergency or other life-threatening situations in your building, on campus, or elsewhere, **call 911**.

If a situation occurs on or near campus and is **not an emergency**, call the ISUPD **non-emergency number at 309-438-8631**.

When you call, be prepared to provide:

- Your name
- Location
- Phone number where you can be reached for call back purposes
- Nature of the emergency (ex. crime in progress, fire, or medical emergency, etc.)

Follow the dispatcher's instructions and remain on the line until you are instructed that you may hang up.

# Evacuation Procedure



Every classroom and residence hall room will have a map with an evacuation plan posted somewhere in the space. Make an effort to identify the plans when you enter new spaces.

When you hear the evacuation alarm or are verbally instructed to begin evacuating the building:

1. Try to make sure that all members of your delegation hear the alarm and evacuate the area by quickly checking nearby restrooms, storage rooms, etc., as you exit.
2. Use the nearest stairway. **Do not use the elevator.**
3. If requested, accompany and assist persons with disabilities.
  - a. If you are in the residence halls and have disabilities/mobility struggles, please find a safe place in the stairwell – these spaces are marked.
  - b. There is also one located at the Vrooman Front Desk. Be prepared to give the code on the blue plaque to emergency dispatch – or near an elevator if the stairwell is smokey, and call the **Vrooman Front Desk (309-438-4519)** to alert staff of your location.
  - c. From there, emergency personnel will be notified and sent to your location.
4. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
5. Evacuate as quickly as possible in the exit closest to you but in an orderly manner. Do not push or shove.
6. Once outside, move at least 100 feet from the building or follow the instructions of emergency personnel on the scene. Stay away from building entrances to avoid interfering with emergency personnel or equipment.

# Shot(s) Fired

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## **Shot(s) fired:**

- A person reportedly discharged a firearm on or near campus
- The person may be armed/dangerous
- There is the potential of an immediate threat.

## **If shots are reported on campus:**

1. Know that the incident may be a result of fireworks, other loud noises, or a self-inflicted injury that is not a campus threat.
2. Remain aware and alert of your surroundings.
3. **Call 911** if you see any suspicious, threatening, or alarming behavior. Move away from the person before calling.

## **If confronted with an active shooter in your immediate area:**

1. Response depends on the situation, which is unpredictable. If possible, run to a safe area and take precautions until an all-clear is issued.
2. If you can't run, hide in what you believe to be a safe place. Get down, take cover, turn off lights, close blinds and, if possible, lock/barricade the door.
3. If you can't run or hide, fight with everything you have.

# Active Shooter Procedure



## **Active shooter:**

- A shooting is occurring/has occurred on campus.
- The shooter is not yet caught.
- There is an immediate threat.

## **If an active shooter is reported on campus...**

1. If possible, run to a safe area and take precautions until an all-clear message is issued. Response depends on the situation, which is unpredictable.
2. If you can't run, hide in what you believe to be a safe place. Get down, take cover, turn off lights, close blinds and, if possible, lock/barricade the door.
3. If you can't run or hide, fight with everything you have.

# Fire Safety Procedure



## If you see smoke or fire...

1. Activate the nearest fire alarm pull station.
2. Exit the building as explained below.



## Evacuation procedure

1. Use the nearest exit route to leave immediately.
2. Be alert for smoke as you identify an exit path.
  - a. Check doors and handles with the back of your hand. If hot to the touch or smoke is present, don't open the door. Find an alternate exit path.
  - b. **DO NOT USE ELEVATORS.**
3. Assist anyone needing help, if safe to do so.
4. **Call 911** once you are safely out of the building. Identify the fire as an Illinois State University campus emergency.
5. Go to the designated Evacuation Assembly area until you are released.
6. Let the police or fire department know if someone is missing or trapped inside, and/or needs assistance.
7. Stay out of the way of emergency personnel and equipment.
8. Do not re-enter the building until you are approved to do so by University Police or Environmental Health and Safety staff.

## If trapped in a room...

1. Seal the base of your door. Use a wet towel or cloth, if possible, to prevent smoke from entering.
2. **Call 911** to report your situation and location.
3. Move to a window and signal for help if possible.



# Medical Emergencies & Cardiac Arrest



If you witness a medical emergency (i.e. heart attack, stroke, etc.)

1. **Dial 911** immediately. Identify this is an Illinois State University campus emergency. Stay on the phone until you are released by the dispatcher.
2. Be prepared to provide the following information:
  - a. Name of victim, if known
  - b. Nature of illness or injury
  - c. Location
  - d. Location where someone will meet an ambulance crew
  - e. Other pertinent information that may be requested
3. Check the area for anything dangerous that could make rescue hazardous (electrical wires, broken glass, chemicals).
4. Administer CPR/first aid/AED (automated external defibrillator) if you
  - 1 have the appropriate training. Provide assistance that matches your
  - 2 knowledge/training level. Use personal protective equipment when
  - 3 rendering aid.
5. Do not move a person with injuries, unless danger is imminent.
6. Stay with the individual until emergency personnel arrive, if it is safe to do
  - 6 so.
7. If you have contact with blood or other bodily fluids, wash the affected area thoroughly. Ask the University Police Department for directions on whom to contact for blood-borne exposure management.



# Storms & Tornadoes



## If a warning is issued:

1. **Take shelter immediately.** Move to the predesigned tornado shelter area (identified in your Departmental Emergency Response Plan and on the Designated Emergency Assembly Area stickers posted in campus classrooms). If you are unsure of a shelter location, move to an inner hallway, stairwell, underground structure, restroom, or an area directly supported and relatively free from exterior windows/glass. If you are the last one out, close the doors as you exit.
2. Avoid the top floor of a building and areas such as an elevator, lobby, gym, auditorium, or dining center.
3. Keep a cell phone with you to receive the all-clear message via **ISU Emergency Alert**. If possible, take a flashlight with you in case of a power outage
4. **Remain sheltered until the all-clear message** is received via ISU Emergency Alert. Use caution exiting, as storm damage is possible (downed power lines, damaged buildings, downed tree limbs, etc.).

# Meet Our Team



As we eagerly anticipate the arrival of delegates for the NACURH 2025 Annual Conference, ensuring the safety of every individual on our campus remains our utmost priority. While we hope that the contents of this packet will never need to be utilized, it is imperative that we all remain prepared for any unforeseen circumstances. Your safety is paramount, and we are committed to ensuring that every precaution is taken to safeguard the well-being of all attendees.



**Jocelyn Williams**  
Security & Transportation Chair



**Taylor Daker**  
Conference Chair



[conf\\_transportation@nacurh.org](mailto:conf_transportation@nacurh.org)

[conf\\_chair@nacurh.org](mailto:conf_chair@nacurh.org)



**Taylor Barnard**

Security & Transportation Chair Advisor



**Liz Thomason**

Conference Advisor

# *Important Numbers*



In case of emergency call **911**

Illinois State University Police Department  
(ISUPD): 309-438-8631

Hewett and Manchester (Vrooman Center)  
Front Desk: 309-438-4519