

## Chicago Quarter Emergency Protocol

**In an emergency situation,  
call 911 first.**

If anything out of the ordinary occurs on an excursion (during Discover's Immersion Week OR the regular Autumn Quarter), teaching teams MUST:

- file an Incident Report with the Public Safety Office (773-325-7777);
- and notify the First-Year Program (773-325-7573).

This would include crimes, student injuries, accidents, or anything you judge should be brought to someone's attention.

Advice from Public Safety to share with students:

- Always travel in pairs or preferably larger groups. The "buddy system" is a good one.
- When traveling at night (for those of you who will with your classes), use well-lit streets, preferably main streets where there are people. Avoid poorly-lit side streets and avoid alleys.
- Be aware of your surroundings as you walk and ride public transportation. You shouldn't be on your cell phone or iPod, etc., as this will make you a target for theft.
- Make eye contact with people walking around you (which is part of being aware of your surroundings).
- Never cross the street while looking at an electronic device.
- If you go out in a group, make sure that everyone comes back with you. Don't allow anyone to stay behind, particularly on the early trips.
- When sitting in public places, don't put your bags behind your seat or on the seat next to you – anywhere out of your sight. Put them so they're touching your legs.
- Don't set your wallet or credit cards on a counter.
- It is important that the teaching team and students exchange cell phone numbers.