

2008-2009 Emergency Telephone Information

Please do not utilize this list of numbers except in an emergency. Call home telephone numbers, then cell phone numbers only for matters that cannot be taken care of during regular working hours. If you call any of these numbers and there is no answer, make sure you leave a message so your call can be returned.

1. After Hours Emergency procedures: Fire, Theft, Injuries, or Vandalism

Step One: Call 911 and give specific information of location and nature of call. For incidents on campus involving security, also call John Thomas cell phone (847) 668-4547.

Step Two: Notify the Office of Buildings & Grounds by calling the following numbers, listed in order of succession, until you reach someone. Remember to leave a message even if there is no answer at each number.

	<u>Home</u>	<u>Cell Phone</u>
1) John Carter		847-691-4290
2) Cheryl Larsen		773-930-5220
3) Zak Grahovac	847-492-0502	847-791-0141
4) Ron Seigel	847-375-0148	847-687-7132

Step Three: Return to the location of the emergency to be available to police, fire, ambulance, etc.. for further information. If possible, position another trusted person by a telephone to relay or accept additional developments from seminary, Northwestern or city of Evanston personnel.

Step Four: Subsequently, be sure that a subsequent report of the incident is registered with both the Office of Buildings & Grounds and the Office of Business Affairs, especially when the emergency involved any injuries.

2. Personal Concerns: Student Issues, Hospitalizations, Emergency Notifications, Etc...

Day Time & Evenings:	<u>Office</u>	<u>Cell Phone</u>
1) Barbara Adams	847-866-3939	847-650-5834
2) Pamela Lightsey	847-866-3906	773-641-4992
3) Lallene Rector	847-866-3904	312-415-1527

3. Maintenance Concerns:

Day Time:	<u>Office</u>	<u>Cell Phone</u>
1) Office of Buildings & Grounds	847-866-3994	
2) Cheryl Larsen	847-866-3994	773-930-5220

Extreme Emergency:		
3) John Carter	847-866-3994	847-691-4290
4) Barbara Adams	847-866-3939	847-650-5834
5) Arnold Henning	847-866-3920	

Evenings:	<u>Home</u>	<u>Cell Phone</u>
1) John Carter		847-691-4290
2) Cheryl Larsen		773-930-5220
3) Zak Grahovac	847-492-0502	847-791-0141
4) Ron Seigel	847-375-0148	847-687-7132
5) Barbara Adams	847-256-2639	847-650-5834
6) Pamela Lightsey	847-563-8168	773-641-4992

4. Resident Assistants/ Questions or Problems/Housing Concerns:

RAs for 2008-2009	<u>Name</u>	<u>Phone</u>
Dorms	Krista McNeil	734-255-3625
	Adrienne Trevathan	847-309-7340
Sherman Apts.	Ashley Nolte	414-688-9947
Maple Apts	Tung-Chiew Ha	847-328-0324
Maple/Noyes Apts	Ali Petry	937-478-7663

Day Time:	<u>Office</u>	<u>Cell Phone</u>
1) Barbara Adams	847-866-3939	847-866-3950
2) Pamela Lightsey	847-866-3906	773-641-4992

5. After Hours Security Attendant

John Thomas, our Security Attendant, can be reached after-hours on his cell phone (847-668-4547) for such things as dorm lock-outs, guest issues and other informational issues. John's hours are generally M-F 6pm-1am and Weekends 3pm-1am.