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INTRODUCTION

The Illinois Institute of Technology (IIT) Fire & Life Safety Manual is designed to respond to an emergency anywhere on the IIT Campus and provide a process for evacuating people from danger, protect assets and property and restore operations to normal as quickly as possible. Our objective is to provide a safe and comfortable environment for faculty, staff, students and guests.

In the event of an emergency, the Emergency Response Team (ERT) will be prepared, through proper training and safety drills, to safely execute a partial or full evacuation of any given building on the Main Campus by following the guidelines and procedures set forth in this plan. This Manual is for the Main Campus and Tower. (See page 17 for Emergency Telephone Numbers for all Campuses.)

This manual outlines the procedures to follow should an emergency develop under ideal conditions. However, each emergency is unique and the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please feel free to contact the Director of Facilities with any questions that you may have about this manual.
A FACT SHEET ON THE NATURE OF FIRE

Every day Americans experience the horror of fire. But most people don’t understand fire. Only when we know the true nature of fire can we prepare ourselves. Each year more than 4,000 Americans die and approximately 25,000 are injured in fires, many of which could be prevented.

The United States Fire Administration (USFA), a division of the Federal Emergency Management Agency (FEMA), believes that teaching people the basic facts about fire can reduce fire deaths. Below are some simple facts that explain the particular characteristics of fire.

**FIRE IS FAST! There is little time.**
In less than 30 seconds a small flame can get completely out of control and turn into a major fire. It only takes minutes for thick black smoke to fill a house or building. In minutes, a building can be engulfed in flames. Many residential type fires occur when people are asleep. If you wake up to a fire, you won’t have time to grab valuables because fire spreads too quickly and the smoke is too thick. There is only time to escape.

**FIRE IS HOT! Heat is more threatening than flames.**
A fire’s heat alone can kill. Room temperatures in a fire can be 100 degrees at floor level and rise to 600 degrees at eye level. Inhaling this super hot air will scorch your lungs. This heat can melt clothes to your skin. In five minutes, a room can get so hot that everything in it ignites at once: this is called flashover.

**FIRE IS DARK! Fire isn’t bright, it’s pitch black.**
Fire starts bright, but quickly produces black smoke and complete darkness. If you wake up to a fire, you may be blinded, disoriented and unable to find your way around a place you have been familiar with for years.

**FIRE IS DEADLY! Smoke and Toxic Gases Kill More People Than Flames Do.**
Fire uses up the oxygen you need and produces smoke and poisonous gases that kill. Breathing even small amounts of smoke and toxic gases can make you drowsy, disoriented and short of breath. The odorless, colorless fumes can lull you into a deep sleep before the flames reach your door. You may not wake up in time to escape.

**FIRE SAFETY TIPS: In the Event of a Fire, Remember Time is the Biggest Enemy and Every Second Counts!**
Escape first, then call for help. Learn the fire escape plan for your building and know all your potential exits. Make sure everyone in your area or department knows two ways to escape from the areas of the building in which they work most. Practice feeling your way out with your eyes closed. Never stand up in a fire, always crawl low under the smoke and try to keep your mouth covered. Never return to a burning building for any reason; it may cost you your life.

---

FIRE PREVENTION

There is always a possibility that a fire could break out, and the most likely cause of a fire would be electrical or chemical. Fire prevention practices at IIT are designed to prevent such fires. It is the responsibility of each individual to learn to recognize fire hazards and how they can prevent fires.

**Flammable Chemicals** All flammable liquids stored at IIT must be stored in Department of Transportation (DOT) approved containers or cabinets. All combustible materials must be stored away from potential ignition sources. Smoking or open flames are not permitted in areas where flammable or combustible materials are stored or used.

**Electrical Systems** All electrical systems, including electrical wiring, are installed and maintained by bonded electricians and comply with the City of Chicago Electrical Code. Cords to electrical equipment are checked before use and are replaced or repaired if found to be defective. All tools, equipment and extension cords must be grounded. Furthermore, all heat producing equipment must be regularly maintained according to established procedures in order to prevent accidental ignition of combustible materials.

**Space Heaters** Space heaters are not allowed in any room of any Residence Hall building. Space heaters are a potential fire hazard, and they are not permitted in any non-Residence Hall building on the IIT Main Campus, except in strict compliance with IIT’s *Space Heater Management Policy*, which is Procedure No. B.5 of IIT’s Policies and Procedures Handbook. Before use of a space heater occurs in a non-Residence Hall building in accordance with the foregoing policy, occupants are asked to contact Facilities to seek to resolve any heating or cooling issues.

**Extension Cords** Only power strips with an overload trip mechanism in the outlet are permitted.

**Electrical Appliances** Building occupants are discouraged from having electrical appliances in their offices. However if appliances, e.g. coffee pots, are necessary then they must be turned off every night
FIRE PROTECTION SYSTEMS

IIT’s buildings are required to comply with the City of Chicago Building Code. Depending upon the building usage and construction, the occupants are protected by a variety of fire protection systems which may include any combination of the following: fire alarm systems with manual pull stations and automated heat and smoke detectors, sprinkler systems, hose cabinets, portable fire extinguishers, fixed fire extinguisher systems, and automatic and self-closing fire-rated doors. Concerned occupants should make themselves familiar with the locations and operation of the systems within their building. Representatives of the City of Chicago Building Department and the Chicago Fire Department periodically inspect the buildings and have been issued floor plans.

Fire Extinguishers
Fire extinguishers are placed throughout the buildings and positioned according to the class of fire anticipated in that area. The following are the different types of extinguishers that may be found throughout the main campus:

- **Class A:** Class A fire extinguishers are effective in combating fires involving ordinary combustible materials such as paper, wood, cloth and some rubber and plastic materials.

- **Class B:** Class B fire extinguishers are effective in combating fires involving flammable or combustible liquids, flammable gases, greases and some types of rubber and plastic materials.

- **Class C:** Class C fire extinguishers are effective in combating fire involving energized electrical equipment where safety of the employee depends upon the use of non-conductive extinguishing media.

- **Combination Class A, B, C:** Fire extinguishers which are a combination of Class A, B and/or C are found in areas in which more than one type of fire hazard could be present.

A licensed contractor annually inspects all fire extinguishers. Monthly visual inspections are conducted by the IIT Facilities Department. Hydrostatic testing of fire extinguishers are performed at intervals prescribed by OSHA or if a cylinder is damaged or corroded. The testing interval depends upon the type of fire extinguisher. An inspection tag is attached to each extinguisher, which indicates the record of inspection or testing. Fire extinguishers are only to be used by those individuals who have received the appropriate training.

Fixed Extinguishing Systems
This system is a total flooding system, which engulfs the area with a wet liquid chemical, extinguishing the fire by displacing the oxygen. In the event of an emergency, this system can be activated manually and is effective at controlling fires above the grill. When the total flooding system is activated, an area alarm will sound and will require a complete evacuation of the area. The tenant, with Facilities Management’s monitoring, is responsible for proper inspection and testing of the system.

Smoke & Heat Sensors
Most buildings on the main campus equipped with an alarm system are also equipped with automated smoke and heat sensors on every floor. Upon detection of heat or smoke, the sensors will automatically activate the alarm system.
Pull Stations
Most buildings on the main campus equipped with an alarm system are also equipped with pull stations at each of the emergency exit stairwells. Other pull station locations vary from building to building. Pull station locations are found on each building’s posted evacuation maps. When a pull station is activated, the automated alarm system is set in motion.

Alarm System
The IIT Tower has an automated detection system, which activates a fire emergency response system. Upon detection of a fire, the system will:

A. Alert the floor of origin with the alarm, strobe lights, and the following automated evacuation message:

   “Attention, attention, an emergency has been reported in the building. Please proceed to the nearest stairwell and exit the building through the Lobby. Do not use the elevators, repeat do not use the elevators!”

   At the same time, the system will place the floor above and floor below on alert with strobe lights.

B. Ninety (90) seconds later, the floor below the emergency will get the alarm and the automated evacuation message.

C. Ninety (90) seconds after the floor below starts evacuating, the floor above the emergency will get the alarm and the automated evacuation message.

If the fire progresses, the automated evacuation process will continue.

Elevator Systems
In the event of a fire, the first fire fighter arriving on the scene would secure the elevator system, causing all elevators to immediately cancel all existing calls, ignore all future calls and go non-stop to the lobby level for the exclusive use of the Fire Department.

In case of a fire, elevators are not to be used to evacuate the building, and building occupants must be instructed to use the stairs.
The purpose of an Emergency Response Team (ERT) is to ensure an appropriate response in the event of an emergency. This team is comprised of trained personnel who will ensure the safety of building occupants and minimize property damage. There are five (5) primary positions on the Emergency Response Team:

1. Building Monitor – the supervisor/organizer/controller
2. Floor Captain(s) – the controller/evacuator/assister
3. Searcher(s) – the checker/evacuator/assister
4. Stairwell Monitor(s) – the pointer/instructor
5. Elevator Monitor(s) – the reminder

Each of these individuals has an extremely important job to perform in the event of an emergency. The following pages contain a more extensive description of the responsibilities of the Building Monitor and the Floor Monitor of the ERT. The duties of the Searchers, Stairwell Monitors and Elevator Monitors are self-descriptive. The ERT will consist of some or all of these members depending on the layout and function of the building.

The ERT will work to evacuate the building until the arrival of the Chicago Fire Department (CFD). Upon arrival, CFD will take over the evacuation, with the assistance of IIT Public Safety, and they are responsible for alerting building occupants of an emergency, keeping anyone from entering the building, operating the fire alarm system, operating the elevator system and determining when or if the building is safe to re-enter.

**ERT Building Monitors:**

Building Monitors are familiar with all aspects of IIT’s Fire & Life Safety Manual and are available to assist in all emergencies that may occur on campus. Each campus building has been assigned a Building Monitor. Your Building Monitor will be responsible for the following:

- Knowing the entire building layout and the various escape routes.
- Knowing the location of and how to operate a fire extinguisher.
- Knowing hazardous areas to be avoided during an evacuation.
- Maintaining order and preventing panic during an evacuation.
- Directing and assisting Floor Monitors during an evacuation.
- If known, provide information to IIT Public Safety and CFD regarding the nature and the extent of the emergency.

Building Monitors are expected to participate in Life Safety training and evacuation drills, attend Life Safety meetings, and distribute Life Safety education information as required. The Building Monitors are current IIT staff members that have volunteered to act in this capacity and meet regularly as a committee under the direction of the Director of Facilities.
ERT Floor Captains:
A Floor Captain’s main responsibility is to search and secure his or her designated area or floor in the event of a fire. They are also expected to know all aspects of IIT’s Fire & Life Safety Manual, participate in Life Safety training and evacuation drills, occasionally attend scheduled Life Safety meetings and distribute Life Safety information as required.
Floor Captains are responsible for:

- Assuming responsibility for notifying others on their floor in the event of a fire or emergency evacuation.
- Educating their co-workers on evacuation routes and emergency plans.
- Providing assistance for disabled individuals, if necessary, during an evacuation.
- Directing occupants away from elevators and towards the nearest stairwell to evacuate the building and proceed to the designated safety area.
- Checking conference rooms, lavatories, and storage areas for employees or visitors who may not have heard the evacuation announcement.
- Keeping people from returning to their floors before the “all clear” signal.
- Verifying with each searcher, if designated, that their areas area accounted for.

Floor Monitors should be full-time IIT staff employees and be assigned one alternate.
EMERGENCY RESPONSE & EVACUATION PROCEDURES

NEVER IGNORE AN ALARM
Remember, during an emergency situation your priority is to get out or take cover and stay alive.
Survival is your first and foremost priority!

The objective is to ensure that all building occupants evacuate the building properly and safely in the event of a fire or any other type of emergency. All main campus buildings, with the exception of the IITRI Tower, will be fully evacuated in the event of a fire emergency. At the IITRI Tower, the alarm system can be triggered in the whole building or isolated to specific floors. In the event of a full building evacuation the floor with the emergency will be evacuated first, followed by the floor below and floor above, then evacuating upward from the lower most floor. This enables an orderly evacuation without clogging the stairwells.

The following procedures should be used during a fire evacuation:

A. MANUAL SYSTEM – Evacuation and Reporting a Fire
If a fire is located in an area that does not have smoke or fire detectors, and is noticed by a building occupant, the individual’s first response should be to ensure his or her personal safety, immediately followed by:

1. Dialing **911 or 9-911** to report the incident. The following information should be provided:
   - The **nature** and **location** of the incident (e.g., a fire in 6th Floor Cafeteria).
   - The **name** of the individual calling.
   - Whether the **paramedics** should be called to respond to a medical emergency.

2. If time allows, please call the IIT Public Safety emergency number, (312) 808-6363.

3. If the fire is small and can be controlled with portable fire extinguishers, an ERT individual who has been properly trained in the use of fire extinguishers can attempt to put out the fire.

4. If the fire is uncontrollable activate the pull station alarm, if available and proceed with evacuation.

B. AUTOMATIC FIRE ALARM SYSTEM EVACUATION – Pull Stations & Smoke/Heat Sensors
Activating the pull station alarm or detection of smoke or heat by the automatic sensors will alert the Chicago Fire Department (CFD), Public Safety, ERT, and building occupants of a situation that requires a building to be evacuated.

After an alarm has been activated, ERT members will immediately take their emergency positions and proceed with evacuating the occupants and directing them to the emergency evacuation staging area. At the IITRI Tower, the alarm will initiate the automated evacuation system for the floor of origin and place the floor above and below on alert with strobe lights. Ninety (90) seconds later, the floor below will automatically go into evacuation mode. Ninety (90) seconds after that, the
floor above will also go into evacuation mode. If the fire progresses, the automated evacuation process will continue.

Building occupants should remain in the designated staging area until the “All Clear” announcement is given.

C. **FULL BUILDING EVACUATION PROCEDURES (For all IIT buildings except the IIT Tower)**

1. At the sound of the alarms, all ERT personnel should immediately take their emergency positions and prepare for a full building evacuation, beginning with the lower most floors.

2. Occupants will immediately begin to evacuate the premises under the supervision and direction of Floor Monitors. Each floor has access to at least two stairwells; each marked “STAIRS” by illuminated signs. Stairs will be used to exit to the first floor lobby and out of the building. Elevators are not to be used during a fire evacuation. Additionally, inside each stairwell there is one fire extinguisher for use by ERT personnel only.

3. Evacuated personnel will congregate in the Emergency Evacuation Staging Area and remain there until the appropriate officials have made a decision to re-occupy the building or occupy another building or to send people home. Floor Monitors will then account for all individuals on their assigned floors or specific areas of responsibility. If someone is missing, the CFD must be notified immediately of the possibility that someone is still in the building and their likely whereabouts.

4. If and when conditions become safe for occupants to return to the building, the CFD will provide the “all clear” announcement. At this time, building occupants will be allowed to return to their offices.

5. Medical emergencies (e.g. heart attacks, unconsciousness, or similar occurrences) during an evacuation must be immediately reported to Public Safety (312/808-6300) and the on-site CFD personnel and/or paramedics.

**FULL BUILDING EVACUATION PROCEDURES (IIT Tower only)**

After the decision to evacuate the entire building has been made by the CFD and the alarm system activated, the following procedures should be followed:

1. At the sound of the alarms, all ERT personnel should immediately take their emergency positions and prepare for a full building evacuation, beginning with the lower most floors.

2. Occupants will immediately begin to evacuate the premises under the supervision and direction of Floor Monitors. Each floor has access to at least two stairwells; each marked STAIRS by illuminated signs. These stairs will be used to exit to the first floor lobby and out of the building. Elevators are not to be used during a fire evacuation. Additionally, inside each stairwell there is one fire extinguisher for use by ERT personnel only.

3. Evacuated personnel will congregate in the Emergency Evacuation Staging Area and remain there until a decision is reached to re-occupy the building. The Emergency Evacuation Staging Area, unless otherwise stated, is on the south lawn area of the IIT Galvin Library (north of LSR building). Floor Monitors will then account for all
individuals on their assigned floors or specific areas of responsibility. If someone is missing, the CFD must be notified immediately of the possibility that someone is still in the building and their likely whereabouts.

4. If and when conditions become safe for occupants to return to the building, the CFD will provide the “all clear” announcement. At this time, building occupants will be allowed to return to their offices.

5. Medical emergencies (e.g. heart attacks, unconsciousness, etc.) during an evacuation must be immediately reported to Public Safety (312/808-6300) and the on-site CFD personnel and/or paramedics.

D. EVACUATION OF INDIVIDUALS WITH DISABILITIES
Floor Monitors are required to submit a list of individuals who have physical disabilities or special medical conditions to the ERT. Two co-workers should be assigned ahead of time to assist individuals with disabilities during an evacuation. However, Floor Monitors and the CFD may also be required to assist disabled individuals during an emergency evacuation.

E. AFTER-HOURS EMERGENCIES
After-hours emergencies should be reported to IIT Public Safety who will dispatch an officer to the location of the emergency. Based on the nature of the emergency IIT Public Safety will contact CFD and IIT Director of Facilities.

F. MEDIA RELATIONS
Only an IIT spokesperson is authorized to deal with the news media during an emergency. Occupants must be cautioned about making comments regarding business operations, damage to operations or the extent of the emergency to prevent rumors or unsubstantiated stories and to avoid providing incorrect information to the news media.

Note: Emergency response at IIT is a concerted effort among the members from Building Management, Facilities, Security, Building Monitors and Floor Monitors. However, it should be remembered that once CFD personnel are on the scene, they are in command and their instructions must be followed.
EMERGENCY EVACUATION DRILLS

All building occupants will be required to participate in periodic emergency evacuation drills. The purpose of these drills is to ensure that all occupants become familiar with their building’s evacuation plan, learn how to safely evacuate their areas, and become accustomed with emergency exits and their orderly use. These drills require that everyone respond to the given instructions and leave their areas immediately, either out of the building or to the designated floor in an orderly manner.

At the time of an emergency evacuation drill, building occupants will follow the procedures set forth in the IIT Fire & Life Safety Manual. They will be asked to proceed via the emergency exit stairwells to a designated floor or staging area and to remain there until the “all clear” announcement is given.

Disabled individuals should participate in the evacuation drills if their condition permits. Floor Monitors should brief them in advance on how the drill will be conducted and the method of evacuation. If they cannot participate, they should be briefed on how they would be assisted in an actual emergency evacuation.

At a minimum, drills will be conducted annually. The time required for each drill will be about 6 minutes, followed by a short discussion on the outcome of the drill. The Facilities Department will be responsible for maintaining the schedule and record log for the evacuation drills.

The Emergency Response Team will conduct all evacuation drills in accordance with the procedures set forth in the IIT Fire & Life Safety Manual.
EMERGENCY PROCEDURES FOR OCCUPANTS

All departments within each building are provided with *Emergency Evacuation Procedures*. IIT’s Human Resource Department will distribute these procedures to new employees during the new employee orientations held throughout the year. The Office of the Dean of Students will distribute these procedures to new students during the new student orientation each fall and spring. Additional copies of the Emergency Evacuation Procedures can be obtained by calling the IIT Facilities Department.

* Emergency evacuation procedures can also be viewed by going to the Fire Safety Video in the Public Safety window under MyIIT or by going to: [https://my.iit.edu:8095/firesafety/firesafety/main.jsp](https://my.iit.edu:8095/firesafety/firesafety/main.jsp).
EMERGENCY CONTACT LIST

Both Public Safety and Facilities have a copy of the complete Emergency Contact List, which includes contact information for all the members of the Emergency Response Team (ERT). Below is a condensed version of the list.

<table>
<thead>
<tr>
<th>ERT Emergency Contact List</th>
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<tbody>
<tr>
<td><strong>Name</strong></td>
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<tr>
<td><strong>Main Campus Facilities Department</strong></td>
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<tr>
<td>Director of Facilities</td>
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<tr>
<td>Academic - Maintenance Supervisor</td>
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<tr>
<td>Housing – Maintenance Supervisor</td>
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<tr>
<td>South End – Maintenance Supervisor</td>
</tr>
<tr>
<td><strong>IIT Tower Rental Property</strong></td>
</tr>
<tr>
<td>Elizabeth Morales</td>
</tr>
<tr>
<td>Brenda Stewart</td>
</tr>
<tr>
<td>Ramos Tolbert</td>
</tr>
<tr>
<td><strong>Building</strong></td>
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<tr>
<td>Alpha Epsilon Pi</td>
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<td>Alpha Sigma Alpha</td>
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<td>Alpha Sigma Phi</td>
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<td>Bailey Hall</td>
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<td>Carman Hall</td>
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<td>Carr Chapel</td>
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<tr>
<td>Chicago Kent</td>
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<tr>
<td>Co-Gen Plant</td>
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<td>Crown Hall</td>
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<td>East Hall</td>
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<td>Building</td>
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<td>Facilities Garage</td>
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<td>Farr Hall</td>
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<td>Fowler Hall</td>
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<tr>
<td>Galvin Library</td>
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<tr>
<td>Graduate Hall</td>
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<tr>
<td>Gunsaulus Hall</td>
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<tr>
<td>Hermann Union Building</td>
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<tr>
<td>IIT – Tower</td>
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<tr>
<td>IITRI – Life Science</td>
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<tr>
<td>Kappa Sorority</td>
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<tr>
<td>Keating Hall</td>
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<tr>
<td>Lewis Hall</td>
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<tr>
<td>Life Science Building</td>
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<tr>
<td>Machinery Hall</td>
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<tr>
<td>Main Building</td>
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<tr>
<td>Moffett Building</td>
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<tr>
<td>MTCC</td>
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<tr>
<td>North Hall</td>
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<tr>
<td>Perlstein Hall</td>
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<tr>
<td>Phi Kappa Sigma</td>
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<tr>
<td>Pi Kappa Phi</td>
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<td>Residence Halls</td>
</tr>
<tr>
<td>Rice Campus</td>
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<tr>
<td>Siegel Hall</td>
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<tr>
<td>Sigma Phi Epsilon</td>
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<td>South Hall</td>
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<tr>
<td>SSV</td>
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<tr>
<td>Stuart Building</td>
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<td>Tech Central</td>
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<td>Tech North</td>
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<tr>
<td>Tech South</td>
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<tr>
<td>Triangle</td>
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<tr>
<td>Vandercook East</td>
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<tr>
<td>Vandercook</td>
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<tr>
<td>Wishnick Hall</td>
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</tbody>
</table>
EMERGENCY TELEPHONE NUMBERS

Remember, during an emergency, YOUR SAFETY DEPENDS ON YOU and EVERY SECOND COUNTS.

Main Campus Emergency Response System ................................................................. 312-808-6363
Main Campus Bomb Threat—Suspicious Article ....................................................... 312-808-6363
Downtown Campus Emergency Response System ..................................................... 312-906-5030
Rice Campus Emergency Response System .............................................................. 630-682-6054
Moffett Campus Emergency Response System ......................................................... 708-563-6501
Institute of Design .................................................................................................... 911

Police/Fire/Ambulance ............................................................................................... 911
Public Safety Office ................................................................................................. 312-808-6363
Facility Operations Help Desk ................................................................................ 312-567-3343
FIRE ALARM SUMMARY SHEET

If you see a fire, immediately call 911. If possible, also notify IIT’s Emergency Response Line at:

MAIN CAMPUS BUILDINGS: (312) 808-6363
IIT TOWER: (312) 567-8900

Be prepared to provide the following information:

- The nature and location of the incident (e.g., a fire in the 6th floor cafeteria)
- Your name and location
- Whether the paramedics should be called to respond to a medical emergency

Proceed to the nearest emergency exit immediately after reporting the fire.

Listen for Instructions (IIT Tower only)

If the fire alarm sounds, you will be given instructions through the emergency communication system on how to respond to the emergency. Listen carefully and proceed as instructed.

Evacuate the Building

If you are required to evacuate the building, you should:

Proceed to the nearest emergency exit in an orderly manner. Do NOT use the elevators.
Assist anyone who is having difficulty evacuating the premises.
Listen for any additional instructions from your Floor Monitor or communication system.
Assemble in your designated safety area.
Ensure that your Floor Monitor has accounted for you.
Notify your Floor Monitor of anyone who is still unaccounted for.
Await instructions on when it is safe to return to your floor.

Know Your Floor Monitors

If you don’t know your Floor Monitors, get to know them. Floor Monitors are individuals who are trained to assist you during an emergency evacuation. Follow their instructions during an emergency.

Report Other Emergencies

If you need to report another type of emergency, such as medical or an act of violence, call IIT’s Emergency Response Line at (312)808-6363 for Main Campus Buildings or (312) 567-8900 for the IIT Tower. IIT’s Tower Public Safety Department will call 911 and alert the Emergency Response Team.

Additional Information

If you have questions or need additional information regarding IIT’s emergency procedures, contact your Building Monitor, as listed on pages 14 - 16.

Remember, during an emergency your safety depends on you!
CHEMICAL SPILLS

Be Prepared

- **Ensure** spill control material is available in every area where chemicals are used or stored.
- **Maintain** appropriate personal protective clothing and equipment in the area when chemicals are in use or storage.

In the Event of a Spill

- **Ensure** your own personal health and safety.
- **Clear** out all unprotected personnel from the area.
- **Remove** any items, which may pose a hazard if contacted by the spilled material (e.g., electrical equipment, reactive chemicals).
- **Contain** the spill with vermiculite; spill pillows, or other appropriate absorbent **IF** you are equipped with the proper personal protective clothing and equipment.
- **Decontaminate** the spilled material if appropriate.
- **Collect** the contaminated spill control material and all contaminated protective clothing and equipment into a plastic bag.
- **Label** the bag as hazardous waste and move to a safe location.
- **Call** Facilities Office, (312) 567-3343, if you require assistance in containing the spill.

In the Event of an Uncontrolled Spill

- **Ensure** your own personal health and safety.
- **Clear** out all unprotected personnel from the area.
- **Dial** (312) 808-6363 to inform the Public Safety of the spill.
  - Give the public safety officer pertinent information: the **nature** and **location** of the spill, any **injuries** that occurred and whether an **evacuation** of the building is necessary.
- **Evacuate** the building in an orderly manner if the alarm is sounded.
MEDICAL EMERGENCIES

IIT MAIN CAMPUS BUILDINGS: .................................................................(312) 808-6363
IIT TOWER: .................................................................................................(312) 567-8900

Life-threatening medical emergencies can occur in the workplace. In the event of such an occurrence, immediately call the IIT Public Safety and 911 and advise the dispatcher of the nature of the emergency.

IIT Public Safety will summon Chicago Fire Department (CFD) paramedics through a prearranged plan that assures the paramedics' most rapid response to the location of the emergency.

IIT Public Safety will direct the CFD paramedics to the proper location. A security officer will meet and direct the paramedics to an awaiting elevator and take them to the floor and location of the emergency.

☞ **Remove** the injured/ill individual(s) from any nearby hazards (e.g., broken windows, spilled chemicals).

☞ **Dial** (312) 808-6363 and inform the IIT Public Safety Officer of the medical emergency and give him or her the following information:

_ The *nature* of the injury/illness.
_ The *location* of the injured/ill individual(s).
_ Other *relevant* information (e.g., the presence of a fire or an uncontrolled chemical spill, the need for a building evacuation).
_ Your *name* and *company*.
_ The *phone number* you are calling from.

☞ If possible, notify the Floor Monitor of the emergency.

☞ **Remain** with the individual until medical assistance arrives.
TORNADOS

In the event of a TORNADO WARNING the following will occur:

- City warning alarm will be activated
- Move away from the perimeter of the building (windowed areas) toward the center of the building, closing the doors behind you
- ERT members should direct fellow employees, visitors and anyone else in the building toward corridors, stairwells and elevator lobbies
- DO NOT use elevators
- Protect yourself by placing your head close to your knees and covering your neck with your hands
- Remain in the designated areas until an “all-clear” announcement has been made by a member of the ERT, Public Safety or other emergency official
- If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair
- Once the “all-clear” has been announced and everyone has returned to their work station or other designated area, ERT members should assist IIT Public Safety/University Crisis Response Team in accounting for all staff, faculty and students
- If anyone has been injured, ERT members should assist where possible and call emergency numbers provided in this manual for further assistance
- If any portion of the building has been damaged in your area, notify the IIT Facilities Department immediately
OTHER EMERGENCIES

When an unusual emergency situation arises--explosions, natural disasters, or power failure--the IIT Emergency Response System must be initiated.

Ensure your own safety and the safety of those around you by proceeding to a secure location. For example, during a tornado or high wind situation, move away from windows/outer offices.

Dial (312) 808-6363 and inform the IIT Public Safety Officer of the emergency.
   - Tell the IIT Public Safety Officer the nature and location of the emergency.
   - Inform the IIT Public Safety Officer of any injuries requiring immediate medical assistance.
   - Tell the IIT Public Safety Officer if a building evacuation is necessary (e.g., if there has been explosion with an uncontrolled chemical release).
   - Tell the IIT Public Safety Officer your name and company and the phone number you are calling from.

Inform your Building Monitor of the situation.

Listen for instructions from the communication system or the monitor.

Evacuate in an orderly manner upon hearing the alarm.
EMERGENCY EVACUATION STAGING AREA MAPS & EVACUATION FLOOR PLANS

Maps of the IIT campus showing the Emergency Evacuation Staging Area are available for review and pick up at the Department of Facilities located in Room 200 of Machinery Hall. In case of an evacuation, occupants will be instructed to congregate at this location and remain there until a decision is made by the appropriate officials to re-occupy the building, occupy another designated building or send people home.

Evacuation Plans showing emergency exit routes for every building on the IIT Main Campus are also available for review and pick-up at the Department of Facilities located in Room 200 of Machinery Hall. These Evacuation Plans are posted in various locations along the main corridor of each building. The plans also show other pertinent information such as the location of fire hoses, fire extinguishers and pull stations.
The IIT Safety Committee reviewed and recommend the adoption of this Manual on July 18, 2005, and this Fire & Life Safety Manual is approved and effective this 26th day of September 2005. The Safety Committee will review the contents, implementation and effectiveness of this Manual no less than annually (but as often as necessary) to ensure that it meets all required legal and regulatory requirements and is adequately providing a safe and healthful environment for IIT faculty, employees and students.

By: /s/ Alan W. Cramb
    Alan W. Cramb, Provost and Senior Vice President

By: /s/ Bruce Watts
    Bruce Watts, Vice President for Facilities & Public Safety