

# EMERGENCY RESPONSE & EVACUATION PLAN

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# INTRODUCTION

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The Illinois Institute of Technology (IIT) Emergency Response & Evacuation Plan 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 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 or any of the Emergency Response and Evacuation Plans in place throughout the Main Campus.

# FIRE PREVENTION

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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 shall be regularly maintained according to established procedures in order to prevent accidental ignition of combustible materials.

**Space Heaters** Space heaters are a fire hazard and they are not permitted in any buildings on the IIT Main Campus.

**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. (is this true?)*

# FIRE PROTECTION SYSTEMS

IIT's buildings are ??? to comply with the building code of the City of Chicago. Building occupants are protected by the use of automated smoke and heat sensors, an automated alarm system, fire extinguishers, hose cabinets, and fire rated walls and doors (do these apply to our academic buildings – do we need to add or omit items?). Representatives of the Chicago Fire Department periodically inspect the building 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. Following are the different types of extinguishers:

- 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.

*"Insert name of building here"* is equipped with the following types of extinguishers (do we customize this by building or omit this selection?):

**Combination Class B,C**

**Combination Class A,B,C**

All fire extinguishers are inspected annually by a licensed contractor. 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.

## Standpipe and Hose Systems (Does this apply to any of our academic buildings?)

The IIT Research Tower has a Class III wet standpipe system, which is used at the discretion of the Chicago Fire Department. A licensed contractor hydrostatically tests the attached hoses every three years; however; building occupants should never use these hoses to extinguish a fire. The Facilities Department maintains the inspection and testing records.

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**Fixed Extinguishing Systems ( Do we have anything like this in any of our buildings? Again, should we customize by building and perhaps create a master for facilities?)**

A liquid chemical extinguishing system (ANSUL) protects the cafeteria, which is located on the sixth floor in the IIT Tower. This system is a total flooding system, which engulfs the area with a gas 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 (Does this apply to any of our buildings?)**

The building is 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**

Pull stations are provided at each of the emergency exit stairwells (list all other locations). When a pull station is activated, the automated alarm system is set in motion.

**Alarm System (Do we have any portion of this in any of our buildings?)**

The Research 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 System (Need to adjust this to each building that has an elevator)**

~~The elevators are equipped with a two-way communication system via the alarm button. IIT security guards can communicate directly with passengers inside the elevator car. The elevator system is under constant surveillance, monitored at the Security Desk by means of an information display panel.~~

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 proceed 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.

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## EMERGENCY RESPONSE TEAM

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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 six (6) primary positions on the Emergency Response Team as follows:

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 each member of the Emergency Response Team.

The Emergency Response Team will work to evacuate the building until the arrival of the Chicago Fire Department (CFD). CFD will take over the evacuation, with the assistance of IIT Public Safety, and 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 Emergency Response and Evacuation Plan and are available to assist in all emergencies that may occur on campus. Each academic and administrative 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.
- ~~Inspecting and securing stairwells during an evacuation.~~
- Maintaining order and preventing panic during an evacuation.
- Directing and assisting Floor Monitors during an evacuation.

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 Emergency Response and Evacuation Plan, 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:

- ~~Informally inspecting work areas for fire hazards or unsafe conditions and reporting infractions to Building Management and Security.~~
- 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.
- ~~Reviewing procedures periodically to ensure new employees know how to evacuate.~~
- 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.

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- 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 that their areas are accounted for.
- ERT Floor Monitors should be full-time IIT staff employees and be assigned one alternate in the event of an absence.

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## EMERGENCY RESPONSE & EVACUATION PLAN

*This section needs to be reviewed for applicability to each individual building on campus*

The objective of the Emergency Evacuation Plan 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. Most fires involve only one area within the building and usually only require the evacuation of affected floor as well the floor above and floor below. 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 – 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 (312) 567-8900 to report the incident. This number rings at the Security Desk in the IIT Tower lobby. When the Guard answers, the following information should be provided:*
  - The nature and location of the incident (e.g., a fire in 6<sup>th</sup> Floor Cafeteria).*
  - The name of the individual calling.*
  - Whether the paramedics should be called to respond to a medical emergency.*
- 2. The Guard will call the Fire Department and dispatch a security officer and/or an ERT member to investigate the severity of the incident. The incident will immediately be reported to the ERT Leader who will assume control of the situation.*
- 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, the ERT Leader will activate the pull station alarm and proceed with evacuating the floor.*

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**B. AUTOMATED RESPONSE SYSTEM – Pull Stations & Smoke/Heat Sensors**

Activating the pull station alarm or detection of smoke or heat by the automated sensors will alert the Security Desk, ERT, and building occupants of a fire on a specific floor. 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.

At the sound of the alarm, ERT members will immediately take their emergency positions and proceed with evacuating the occupants in the floor of origin followed by the floor below and floor above. The Guard will immediately call the Fire Department. The ERT Leader will assign a security representative to meet the Chicago Fire Department in the Lobby to provide full details of the emergency. Building occupants should remain in the designated safety area until the "All Clear" announcement is given.

**C. AFTER-HOURS EMERGENCIES**

For after-hour emergencies, the Guard will immediately call the Chicago Fire Department to report the incident. The Guard will also dispatch a security officer to investigate the severity of the incident. The Guard will call the ERT Leader at home with full details of the incident. If necessary, the ERT Leader will notify the Director of Facilities and other ERT members of the incident. (See Emergency Contact List).

**D. FULL BUILDING EVACUATION PROCEDURES**

After the decision to evacuate the entire building has been made by the Fire Department, 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 Wardens and 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 shall congregate in the Emergency Evacuation Staging Area and remain there until a decision is reached to re-occupy the building or send people home. 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 Fire Department must be notified immediately of the possibility that someone is still in the building and their likely whereabouts.

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4. *If and when conditions become safe for occupants to return to the building, the Fire Department 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 the Security Desk (312/567-8900). The Guard will immediately notify the on-site Fire Department and/or paramedics of the incident.*

**E. 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, Wardens, and the Fire Department may also be required to assist disabled individuals during an emergency evacuation.*

**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, and Floor Monitors. However, it should be remembered that once Fire Department personnel are on the scene, they are in command and their instructions must be followed.*

# EMERGENCY EVACUATION DRILLS

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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 the 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 Emergency Response and Evacuation Plan. ~~instructions provided over the emergency communication system.~~ 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.

Drills will be conducted annually at a minimum. 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 Emergency Response and Evacuation Plan.

## EMERGENCY PROCEDURES FOR OCCUPANTS

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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 \_\_\_\_\_.

# EMERGENCY CONTACT LIST

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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. Below is a condensed version of the list.

*NEED TO REVISE THE LIST BELOW*

*Do we need this or an ERT Team List that can be regularly updated? Who will run checks for regular updates?*

<b>ERT Emergency Contact List</b>		
<b>Name</b>	<b>Phone #</b>	<b>Pager #</b>
<b><u>Building Management</u></b>		
Elizabeth Morales	312-567-3361	312-204-3672
Brenda Stewart	312-567-3923	312-902-9792
<b><u>Facilities</u></b>		
Mike Lynch	312-567-8992	312-296-0943
Tim Hinko	312-567-6787	312-204-3274
Tom Henehan	312-567-8996	312-204-0019
<b><u>Security</u></b>		
Ramos Tolbert	312-567-8900	

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## EVACUATION FLOOR PLANS

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The attached Evacuation Plans show emergency exit routes for each of the floors in the IIT Tower. These Evacuation Plans are posted in various locations along the main corridor of each floor. The plans also show other pertinent information such as the location of fire hoses, fire extinguishers, and pull stations.

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# EMERGENCY TELEPHONE NUMBERS

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Remember, during an emergency, **YOUR SAFETY DEPENDS ON YOU.**

IIT Emergency Response System.....567-8900

**Bomb Threat—Suspicious Article.....567-8900**

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Police/Fire/Ambulance..... 911

Public Safety Office .....808-6363

Facility Operations Help Desk..... 567-3343

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## FIRES

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

**(312) 567-8900**

Be prepared to provide the following information:

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

You may proceed to the nearest emergency exit immediately after reporting the fire.

### [Listen for Instructions](#)

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 asked 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) 567-8900**. The IIT security guard 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 Floor Monitor or IIT's Property Management office at (312) 567-3927.

***Remember, during an emergency your safety depends on you!***

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## CHEMICAL SPILLS

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### 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 (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** 567-8900 to inform the Security Guard of the spill.  
Give the guard 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

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### MEDICAL EMERGENCY ..... 567-8900

Life-threatening medical emergencies can occur in the workplace. In the event of such an occurrence, immediately call the IIT Emergency Response System (567-8900) and advise the dispatcher of the nature of the emergency.

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

Security Communications will direct the CFD paramedics to the IIT Tower Lobby or the nearest receiving dock. A security officer will meet and direct the paramedics to an awaiting elevator and take them to the floor and location of the emergency.

During a medical emergency, time is of the essence. In order to ensure the most efficient response to a critical injury or illness, initiate the IIT Emergency Response System--**DO NOT** call the paramedics.

- ☞ **Remove** the injured/ill individual(s) from any nearby hazards (e.g., broken windows, spilled chemicals).
- ☞ **Dial** 567-8900 and inform the Security Guard of the medical emergency. Give him/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.

## OTHER EMERGENCIES

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When an unusual emergency situation arises--explosions, natural disasters, 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** 567-8900 and inform the Security Guard of the emergency.
  - \_ Tell the guard the *nature* and *location* of the emergency.
  - \_ Inform the guard of any *injuries* requiring immediate medical assistance.
  - \_ Tell the guard if a building *evacuation* is necessary (e.g., if there has been explosion with an uncontrolled chemical release).
  - \_ Tell the guard your *name* and *company* and the *phone number* you are calling from.
- ☞ **Inform** your floor monitor of the situation if he/she is unaware of it.
- ☞ **Listen** for instructions from the communication system or the monitor.
- ☞ **Evacuate** in an orderly manner upon hearing the alarm.

## EMERGENCY EVACUATION STAGING AREA

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The attached map of the IIT campus shows the Emergency Evacuation Staging Area for the occupants of the *"name of building here"*, which is *"explain where staging area is located here"*. In case of an evacuation, occupants will be instructed to congregate at this location and remain there until a decision is made by the Fire Department to re-occupy the building or send people home.

Insert IIT Building Map denoting emergency staging area here

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## EVACUATION FLOOR PLANS

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The attached Evacuation Plans show emergency exit routes for each of the floors in "*insert name of building here*". These Evacuation Plans are posted in various locations along the main corridor of each floor. The plans also show other pertinent information such as the location of fire extinguishers, and pull stations.

Insert detailed floor plans here

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