



# ILLINOIS TECH CAMPUS EMERGENCY GUIDE

Safety Starts with You and Strengthens Us All.

FOR MORE DETAILED  
INSTRUCTIONS  
SCAN THE QR CODE



Office of Emergency Management

## ACTIVE THREAT

If you encounter an active threat...

### RUN

- Evacuate the area
- Leave belongings behind
- Keep moving until safety is confirmed
- Keep hands visible
- Once safe, call Public Safety

### HIDE

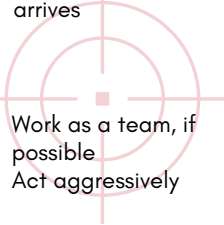
If unable to evacuate...

- Close and secure doors & windows
- Shut off the lights
- Silence and dim devices
- Wait until help arrives

### FIGHT

Only as a last resort...

- Create a plan
- Find something to use as a weapon
- Work as a team, if possible
- Act aggressively



## BOMB THREAT

If you receive a threat by phone...

- **DO NOT** hang up the phone
- Refer to Bomb Threat Check List
- Notify Public Safety
- Follow Public Safety instructions



If you receive a threat by email or social media...

- **DO NOT** turn off or logout of device
- Take a screenshot
- Send Screenshot to Public Safety via email
- Call Public Safety following sending the email



## FIRE

If you see smoke or flames...

- Pull the nearest fire alarm
- Evacuate the building using the closest exit
- **DO NOT** use elevators when evacuating
- Report the Emergency Assembly Area
- Once safe contact public safety
- Do Not reenter the building until given the 'ALL CLEAR' by Public Safety



## EVACUATE

**GET OUT** - Exit the building immediately and go to your designated Emergency Assembly Area. If unable to evacuate, go to an Area of Rescue, notify others, and call Public Safety.

## LOCKOUT

**BE AWARE** - Exterior doors are secured while normal operations continue inside. Typically used when there is a potential threat outside of the building or in the surrounding area.

FOR HELP  
CALL

# 911

## Illinois Tech Public Safety

publicsafety@illinoistech.edu

### Mies Campus

312.808.6363

Available 24/7

### Conviser Law Center

312.906.5030\*

### Moffett Campus

708.563.8195\*

### Rice Campus

630.682.6054\*

\*Available M-F, 8:30 a.m. - 5:00 p.m.

## SHELTER-IN-PLACE

**STAY INDOORS** - Move to a safe interior location away from windows. Used for severe weather or environmental hazards. Movement throughout the building is generally allowed unless otherwise directed.

## LOCKDOWN

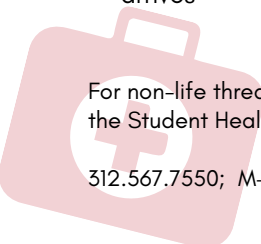
**HIDE** - Go to the nearest room, lock or barricade the door, turn off lights, stay quiet, and remain out of sight. Used for immediate threats inside or very near the building.

## MEDICAL EMERGENCY

- Remain Calm
- Call 911 & Public Safety
  - Provide name, location, who needs medical attention and why
- Ensure the area is safe
- Administer aid, if able
- Wait with the person until help arrives

For non-life threatening concerns, contact the Student Health and Wellness Center

312.567.7550; M-F, 8:30 a.m. - 5:00 p.m.



## SEVERE WEATHER

- Monitor Weather & IIT Alerts
- Seek Shelter
- If a tornado, report to the area of refuge (lowest level of building, way from doors and windows)
- If experience a power outage or unlitlites issue contact Public Safety
- If you or some with you is injured or indanger call 911 followed by Public Safety
- Wait for help to arrive



## SUSPICIOUS ACTIVITY

If you encounter a suspicious person or item ...

- Do not engage with them
- Do not touch the item(s)
- Move away from the area
- Once safe contact public safety
  - Provide your name, location, description of the person or item, and reason for concern
- Follow Public Safety instructions

