

**ILLINOIS INSTITUTE OF  
TECHNOLOGY SAFETY POLICY  
COMMITTEE**

**Illinois Tech Fire & Life Safety Policy Manual**

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# **INTRODUCTION**

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Illinois Institute of Technology (Illinois Tech) is committed to ensuring the safety and well-being of everyone on campus. As part of this commitment, the university has developed the Fire & Life Safety Policy Manual. This is a resource designed to guide faculty, staff, students, and visitors on how to respond quickly and appropriately during emergencies.

The manual outlines immediate actions to take in various emergencies and defines the responsibilities of key university response personnel. It also emphasizes the role of faculty, staff, and designated Emergency Response Team (ERT) members' required actions in an emergency, as well as participating in annual fire and life safety trainings and drills.

While the manual offers essential guidance, no two emergencies are exactly alike. Therefore, it should not be seen as a substitute for critical thinking or good judgment during real-life situations.

Through this manual, Illinois Tech aims to foster a culture of preparedness and build a safe, resilient campus for all Illinois Tech community members.

For inquiries regarding this manual, contact the Associate Vice President of Facilities.

## **APPROVAL**

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The Illinois Tech Safety Policy Committee reviewed and recommended the adoption of this Manual on July 18, 2005, and this Fire & Life Safety Manual revision is approved and effective this 6<sup>th</sup> day of October, 2025.

The Safety Policy 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 Illinois Tech faculty, employees, and students. Any modifications to this policy have been reviewed and approved, and are effective as of the date noted on the cover page.

## **BUILDING CLASSIFICATION**

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The majority of Illinois Tech buildings are required to comply with the City of Chicago Building Code. Depending upon the building usage and construction will determine the building class. 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. Based on the building classification will determine the evacuation procedures associated.

Representatives of the City of Chicago Building Department and the Chicago Fire Department periodically inspect the buildings and have been issued floor plans. Occupants should make themselves familiar with the location and operation of the systems within their building.

The City of Chicago building classifications are as follows:

**High-Rise Residential:** A High-Rise Residential structure has a height of 60 feet or more and is typically used to house people. This building type includes the following High-Rise Dormitories: Kacek, Cunningham, Carman, and Gunsaulus Halls. A “Shelter in Place” strategy is used in these structures. Only the involved living area will be immediately evacuated, and upon arrival, the Chicago Fire Department will direct any other evacuation, if necessary.

**High-Rise Commercial:** A High-Rise Commercial structure has a height of 60 feet or more and is typically used as a place of business or, in Illinois Tech’s case, for educational purposes. Upon arrival, the Chicago Fire Department will direct the involved floor to evacuate to another floor. The Chicago Fire Department will further direct any other evacuation, if necessary. The Galvin Tower, Tech South, and Tech Central buildings fall into this building classification.

**Low-Rise Residential:** A Low-Rise Residential structure has a height below 60 feet and is typically used to house people. This standard includes all buildings used to house people except for the High-Rise Dormitories. Upon activation of a fire alarm, occupants will evacuate to the assigned Emergency Assembly Area, which is a building-specific, designated safe meeting place outside the building. McCormick Student Village, Rowe Village, and the Fraternity & Sorority buildings fall into this building type.

**Low-Rise Commercial:** A Low-Rise Commercial structure has a height under 60 feet and is typically used as a place of business or academic structure. This standard includes all Illinois Tech buildings except the housing/residences, the Galvin Tower, and Conviser Law Center. Upon activation of a fire alarm, occupants will evacuate to the assigned Emergency Assembly Area, which is a building-specific, designated safe meeting place outside the building.

**Buildings without Fire Systems:** A select few buildings through the Illinois Tech Mies Campus do not have fire warning or suppression systems due to their historical and/or architectural status. These buildings include Carr Chapel and Machinery Hall. These buildings are still required to conduct fire safety exercises on an annual basis.

**Conviser Law Center:** The building is classified as High-Rise, but because of its construction type, layout, and use type, the Conviser Law Center follows the following evacuation method: Upon activation of a fire alarm, occupants will evacuate to the assigned Emergency Assembly Area, which is a building-specific, designated safe meeting place outside the building.

**Fulton Labs:** Located at 400 N. Aberdeen in Chicago's Fulton Market neighborhood. This building is owned and operated by Fulton Labs. Illinois Tech leases space on the 17<sup>th</sup> floor. Because of this, Illinois Tech is required to abide by the building's emergency evacuation plans and procedures.

**Moffet Campus:** Located in Bedford Park, has 5 low-rise commercial buildings on its campus. Due to its unique operation and function, Moffet has site-specific evacuation procedures, which can be found in the Moffet Campus Emergency and Incident Response Plan. Please see the Director of Facilities and Pilot Plant, or the Safety/Biosafety Officer for information.

**Rice Campus:** Located in Wheaton, IL, Rice Campus consists of a singular low-rise commercial building. Upon activation of a fire alarm, occupants will evacuate to the assigned Emergency Assembly Area, which is a building-specific, designated safe meeting place outside the building

# **FIRE EMERGENCY EQUIPMENT**

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## **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 Mies 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 fires involving energized electrical equipment where the safety of the employee depends upon the use of non-conductive extinguishing media.

**Class D:** Class D fire extinguishers are mainly used for the aircraft industry, auto body shops, factories that work with metals, and other metal fire hazards.

**Class K:** Class K fire extinguishers are effective in combating fires involving flammable cooking liquids, like cooking oil and animal or vegetable-based grease. At high temperatures, they become volatile and can ignite very quickly.

### **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 Illinois Tech's Facilities Department. Hydrostatic testing of fire extinguishers is 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 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. When the total flooding system is activated, an area alarm will sound and will require a complete evacuation of the area. The tenant, with the Facilities Department's monitoring, is responsible for the proper inspection and testing of the system. Systems of this type are located in the Galvin Tower basement, IITRI Archive room, and Stuart Hall's basement data center.

## **Smoke and Heat Sensors**

Most buildings 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 are equipped with an alarm system and 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 Systems**

Most Illinois Tech buildings have an appropriate, automated detection system, which activates a fire emergency response system. Activating the pull station alarm or detection of smoke or heat by the automatic sensors will alert the Chicago Fire Department (CFD) either directly or indirectly via the university's three-party fire Alarm Detection System (ADS). Illinois Tech Public Safety will be notified by CFD or ADS. There can be a delay in this notification process to Public Safety, hence the importance of contacting Public Safety once evacuated. Upon activation of the alarm system, building occupants are to evacuate the building immediately, unless otherwise indicated by CFD.

## **Elevator Systems**

In the event of a fire, elevators in High-Rise structures may automatically or manually be set to recall to the first floor of the building. Once the fire department arrives on the scene, the elevator system will be secured, 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.

# **ORGANIZATION AND RESPONSIBILITY**

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## **Emergency Response Team (ERT)**

The Emergency Response Team (ERT) is comprised of Illinois Tech faculty, staff, and tenants who are responsible for assisting in emergency evacuation procedures, **specifically within high-rise commercial buildings**. These teams are recruited and appointed by the Building Monitor within each building. There are six (6) primary positions on the Emergency Response Team:

<ul style="list-style-type: none"><li>• Building Monitor</li></ul>	<ul style="list-style-type: none"><li>• Stairwell Monitor(s)</li></ul>
<ul style="list-style-type: none"><li>• Floor Warden(s)</li></ul>	<ul style="list-style-type: none"><li>• Elevator Monitor(s)</li></ul>
<ul style="list-style-type: none"><li>• Searcher(s)</li></ul>	<ul style="list-style-type: none"><li>• Person with Disabilities Aid(s)</li></ul>

All ERT members are to be trained in each of the six positions. This is to ensure continuity of evacuation and emergency operations based on current capabilities. The following pages contain extensive descriptions of the responsibilities of each position.

The current occupancy of each floor will determine the capabilities of the ERT in times of emergency. For example, if designated Searchers are out of the office for any reason, other members within the ERT are to aid in carrying out Searcher responsibilities to their best of their ability.

Upon arrival, the Chicago Fire Department (CFD) will take over the evacuation procedures, with the assistance of the Illinois Tech Department of Public Safety (DPS), as required. The CFD is 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.

## **Building Monitors**

Building Monitors Personnel are responsible for the operational oversight within their designated building, under the direction of the Associate Vice President of Facilities. They coordinate with facilities and safety departments to ensure the infrastructure and safety concerns are addressed. 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. Additionally, in the event of an emergency.

Building Monitors is responsible for the following:

- Evacuation method based on the building type.
- 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 Wardens during an evacuation.
- Providing information, if known, to DPS and CFD regarding the nature and extent

of an emergency.

### **Floor Wardens**

Floor Wardens are made up of Illinois Tech faculty, staff, or tenants who are responsible for the oversight of evacuation procedures of their designated area or floor in the event of an emergency. Like Building Monitors, they are expected to know all aspects of Illinois Tech's Fire & Life Safety Manual, participate in *Life Safety* training and evacuation drills, attend some of the scheduled *Life Safety* meetings, and distribute *Life Safety* information as required.

Floor Warden(s) 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 toward 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 until the "all clear" notice has been issued.
- Verifying with each searcher, if designated, that their respective areas have been checked.
- Maintaining a roster of those who work on the floor.

### **Searcher(s)**

Each floor within a high-rise building is required to have a minimum of one searcher per floor or designated area. Additional searchers are encouraged to be familiar with the building and floor operational capabilities. Searchers are to be Illinois Tech faculty, staff, or tenants.

Searchers are responsible for the following:

- Systematically check assigned areas for individuals who may not have evacuated, including restrooms, break rooms, and other secluded spots
- Assisting evacuees during evacuation procedures
- Reporting updates on the search status and any findings to the Floor Warden

### **Elevator Monitor(s)**

Each floor within a high-rise building is required to have a minimum of one elevator monitor per floor. Additionally, Elevator Monitors are encouraged to be familiar with the building and floor operational capabilities. Elevator Monitors are to be Illinois Tech faculty, staff, or tenants.

Elevator Monitor (s) are responsible for the following:

- Report to the elevator area to guide evacuees to the emergency stairwell exit
- Clearly communicate that elevators are not to be used during a fire
- Report to the Floor Warden if any individuals took the elevator and/or once the elevator area is all clear

### **Stairwell Monitor(s)**

Each floor within a high-rise building is required to have a minimum of one Stairwell Monitor per floor. Additional Stairwell Monitors are encouraged to be familiar with the building and floor operational capabilities. Stairwell Monitors are to be Illinois Tech faculty, staff, or tenants.

Stairwell Monitor(s) are responsible for the following:

- Report to their stairwell assignment to guide and manage the flow of evacuees
- Assisting those with disabilities to the designated area of rescue/refuge
- Reporting any names and locations of those unable to evacuate to the Floor Warden

### **Person with Disabilities Aid(s)**

Each floor within a high-rise building is required to have a minimum of one Disability Aid per floor. Additional Disability Aids are encouraged to be familiar with the building and floor operational capabilities. Disability Aids are to be Illinois Tech faculty, staff, or tenants.

Disability Aid(s) are responsible for the following:

- Assist individuals with disabilities and/or mobility limitations to the designated emergency rescue/refuge areas
- Communicate evacuation instructions effectively to individuals with hearing and visual impairments.
- Report to the Floor Wardens regarding any individuals who may need additional assistance or who have not yet evacuated

### **Faculty and Staff Members**

As mentioned, ERT is only required within high-rise commercial buildings. Because of this, the unique uses and occupancy levels of Illinois Tech's low-rise buildings may be limited in their capabilities of having a fully equipped ERT. Due to this, **all faculty and staff are responsible for assisting in building evacuations when required.** This includes ensuring that their designated area is clear and that all those within the area have evacuated, that evacuees are using stairways and not elevators, and reporting to the emergency assembly area.

Additional details can be found within the Evacuation Procedures by Building Classification section.

# **EVACUATION PROCEDURES**

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Regardless of the type of incident, in an emergency evacuation, the objective is to ensure that all building occupants evacuate the building properly and safely.

The following procedures should be used during a fire evacuation:

## **Evaluate, Evacuate, and Report**

If the fire is small and can be controlled with portable fire extinguishers, and you feel confident doing so, activate the fire extinguisher using the P.A.S.S. method.

P.A.S.S. stands for

- **Pull** – Pull the pin
- **Aim** – Aim at the base of the fire
- **Squeeze** – Squeeze the nozzle
- **Sweep** – Sweep the nozzle back and forth until the fire is extinguished

If unable to extinguish the fire, follow the steps listed below.

If a fire is detected, an individual's first response should be to ensure their personal safety, immediately followed by:

1. Evacuate the building and pull the fire alarm upon exiting
2. Dialing **911** to report the incident and providing the following information
  - Your name
  - The type of incident
  - The location where it occurred, including the building name and address.
  - If known, also inform dispatch if paramedics are needed.
3. Once safe, contact Illinois Tech Public Safety at **312-808-6363** to report the incident

After an alarm has been activated, ERT members will immediately take their emergency positions and proceed with directing the occupants to the designated locations based on the building type and evacuation method.

Building occupants should remain in the emergency assembly area until the "all clear" announcement is given by responders and Public Safety.

Additionally, in the event that you are in a building without a fire notification or suppression system, follow the steps as listed above.

## **EVACUATION OF INDIVIDUALS WITH DISABILITIES**

Illinois Tech offers a voluntary, self-identifying reporting process for those with disabilities, temporary or otherwise, and/or medical conditions. This reporting process is done via the Center of Disability Resources (CDR) for students and Human Resources (HR) for faculty and staff.

On-campus residence halls are required to keep a listing of all individuals housed within the building who have self-identified via the CDR. This listing is to be updated on a semester basis and to be shared only with essential personnel to maintain confidentiality unless otherwise required based on the emergency. In the event of an emergency evacuation, this list is to be shared with DPS officer on-site and first responders. This will aid in search and rescue and medical aid efforts.

Individuals who are unable to evacuate due to disability or otherwise are to report to the Area of Rescue/Refuge. Areas of Rescue/Refuge are designated areas located on each floor of each building on campus. These areas are indicated on each emergency evacuation plans posted throughout each building. By reporting to these areas when unable to evacuate, first responders can prioritize search and rescue operations.

It is encouraged that all Illinois Tech community members familiarize themselves with emergency evacuation plans and designated Areas of Rescue/Refuge.

## **AFTER-HOURS EMERGENCIES**

After-hours emergencies are incidents that occur outside of standard Illinois Tech operational hour. Standard hours are Monday–Friday between 8:00 am and 5:00 pm. After-hours emergencies are to be reported to Illinois Tech Public Safety, who will dispatch an officer to the location of the incident. Based on the nature of the emergency, Illinois Tech Public Safety may contact necessary first responding agencies and the Director of Public Safety. If the incident warrants, the Associate Vice President of Facilities will be notified, as well as other internal response units.

# **EVACUATION PROCEDURES BY BUILDING TYPE**

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## **Low-Rise Commercial: Academic Buildings**

As outlined within the Building Classification Section, the majority of academic buildings found on Mies campus are classified as Low-Rise Commercial Buildings. Buildings that fall within this classification are required to conduct a **full building evacuation when the fire sensor system is activated**.

As these buildings are unique in their use, occupancy, and capabilities, they are not required to have a fully equipped ERT. Due to this, all faculty and staff are responsible for assisting in building evacuations when required. This includes ensuring that their designated area is clear and that all those within the area have evacuated, that evacuees are using stairways and not elevators, and reporting to the emergency assembly area.

If the Building Monitors and/or Floor Wardens are present during an evacuation, they will be responsible for accountability practices. This includes ensuring that all evacuees report to the emergency assembly area, collect names of evacuees, gain any information regarding individuals unaccounted for, individuals in need of medical attention, and report this information to DPS. In the event that the Building Monitor and/or Floor Warden is not in attendance, it is the responsibility of the on-site DPS officer to conduct accountability practices.

Buildings that fall within this classification include:

Tech Central	Wishnick
Tech South	Perlstein Hall
Tech North	Alumni Hall
Crown Hall	Kaplan Institute
Galvin Library	Retaliata Engineering Center
Siegel Hall	Pritzker Science Center
Machinery Hall	Facilities Building
Hermann Hall	Stuart Building
Keating Sports Center	McCormick Tribune Campus Center/Commons
Carr Chapel	Metals South
VanderCook 1 (East)	VanderCook 2 (West)
Incubator	

## **Low-Rise Residential: McCormick Student Village, Rowe Village, Fraternity & Sorority Buildings**

As outlined within the Building Classification Section, many of the residential buildings found on Mies campus are classified as Low-Rise Residential Buildings. Buildings that fall within this classification are required to conduct a **full building evacuation when the fire sensor system is activated.**

As these buildings are unique in their occupancy and capabilities, they are not required to have a fully equipped ERT. Due to this, all residential staff members within the building, including Resident Advisors (RA) and/or Community Desk Assistants (CDAs), as well as fraternity & sorority leadership, if present, are responsible for assisting in building evacuations when required. This includes ensuring that their designated area is clear and that all those within the area have evacuated, that evacuees are using stairways and not elevators, and reporting to the emergency assembly area.

In the event that RAs, CDAs, as well as fraternity & sorority leadership are present during an evacuation, they will be responsible for accountability practices. This includes ensuring that all evacuees report to the emergency assembly area, collect names of evacuees, and gain any information regarding unaccounted for individuals, individuals in need of medical attention, and report this information to DPS. If these staff members or leadership is not in attendance, it will be the responsibility of the on-site DPS officer to conduct accountability practices.

Buildings that fall within this classification include:

<b>McCormick Student Village</b>	<b>Fraternities &amp; Sororities</b>
North Hall (inactive)	Alpha Sigma Alpha
South Hall (inactive)	Kappa Phi Delta
Fowler Hall	Alpha Sigma Phi
East Hall(inactive)	Delta Tau Delta
Graduate Hall	Phi Kappa Sigma
Lewis Hall	Pi Kappa Phi
<b>Rowe Village</b>	Sigma Phi Epsilon
Rowe North	Triangle
Rowe Central	
Rowe South	

## High-Rise Commercial: Galvin Tower

As outlined within the Building Classification Section, only one building found on Mies campus is classified as a High-Rise Commercial Building. Buildings that fall within this classification are required to conduct a **partial building evacuation when the fire sensor system is activated**. CFD will provide guidance over the intercom, directing occupants to either evacuate or shelter in place, based on the type of incident and impact.

Due to the high-rise classification, Galvin Tower is required to have a fully equipped ERT. This means the building has at least one designated Building Monitor, at least one Floor Monitor assigned to each floor, and designated Searchers, Stairwell Monitors, Elevator Monitors, and Disability Aids assigned to each floor. Due to this, all residential staff members within the building, including Resident Advisors (RA) and/or It is the responsibility of individuals with these roles for aiding in evacuation protocols and following the guidelines as listed within the Emergency Response Team (ERT) Section of this document.

Following an evacuation order, it is the responsibility of the floor warden to execute accountability practices. This includes ensuring that all evacuees report to the emergency assembly area or designated assembly area as directed by CFD, collecting names of evacuees, and gaining any information regarding unaccounted for individuals, individuals in need of medical attention, and reporting this information to DPS. If the Floor Warden is not present and no other ERT has partaken in accountability practices, it will be the responsibility of the on-site DPS officer to conduct accountability practices.

Buildings that fall within this classification include: Galvin Tower

## High-Rise Residential: Residential Halls

As outlined within the Building Classification Section, a select few of the residential buildings found on Mies campus are classified as High-Rise Residential Buildings. Buildings that fall within this classification are required to conduct a **partial building evacuation when the fire sensor system is activated**. CFD will provide guidance over the intercom, directing occupants to either evacuate or shelter in place, based on the type of incident and impact.

As these buildings are unique in their occupancy and capabilities, they are not required to have a fully equipped ERT. Due to this, all residential staff members within the building, including Resident Advisors (RA) and/or Community Desk Assistants (CDAs), if present, are responsible for assisting in building evacuations when required. This includes ensuring that their designated area is clear and that all those within the area have evacuated, ensuring that evacuees are using stairways and not elevators, and reporting to the emergency assembly area or designated areas as directed by CFD.

Additionally, RAs and/or CDAs present during an evacuation will be responsible for accountability practices. This includes ensuring that all evacuees report to the emergency assembly area, collect names of evacuees, and gain any information regarding individuals unaccounted for, individuals in need of medical attention, and report this information to DPS. If these staff members are not in attendance, it will be the responsibility of the on-site DPS officer to conduct accountability practices.

Buildings that fall within this classification include:

Farr Hall (inactive)	Gunsaulus Hall
Carman Hall	Cunningham Hall
Kacek Hall	

## BUILDING EMERGENCY ASSEMBLY AREAS

Building	Building Address	Emergency Assembly Area PRIMARY
Auto Lab/Facilities Garage		East End of the Park South of Hermann Hall
Alpha Sigma Alpha Sorority	3340 South Michigan, Chicago, IL	Farr Field
Alpha Sigma Phi Fraternity	3361 South Wabash, Chicago, IL	Center of Greek Quad Field
Alumni Memorial	3201 South Dearborn, Chicago, IL	Field near - Man on the Bench
Carman Hall	3300 South Federal, Chicago, IL	Field East of Carr Chapel
Carr Chapel	6502 S. Archer Rd, Chicago, IL	Field East of Carr Chapel
Cogeneration/Heating Plant	60 East 32nd, Chicago, IL	Field South of Galvin Library
Commons	65 East 32nd, Chicago, IL	Parking Lot A3
Crown Hall	3430 South Federal, Chicago, IL	North End of Siegel Field
Cunningham Hall	3200 South Wabash, Chicago, IL	Parking Lot A3
Delta Tau Delta Fraternity	565 West Adams St, Chicago, IL	Center of Greek Quad Field
Ed Kaplan Center	3360 South State, Chicago, IL	Man on the Bench Park
Facilities Building	3100 South Federal, Chicago, IL	
Fowler Hall	3241 South Wabash, Chicago, IL	Field South of Tennis Courts
Galvin Library	35 West 33rd, Chicago, IL	Siegel Field
Graduate Hall	70 East 33rd, Chicago, IL	MTCC Volleyball Courts West of Wabash
Gunsaulus Hall	3140 South Michigan, Chicago, IL	South End of Field South of Carman Hall
Hermann Hall	3241 S. Federal, Chicago, IL	Field East of Kaplan
Incubator Central	55 West 34th, Chicago, IL	Green Area South of Crown Hall
Incubator North	55 West 34th, Chicago, IL	Green Area South of Crown Hall
Incubator South	55 West 34th, Chicago, IL	Green Area South of Crown Hall
Kacek Hall	3101 South Wabash, Chicago, IL	South End of Field North of Carman Hall
Kappa Delta Phi Sorority	3330 South Michigan, Chicago, IL	Farr Field
Keating Hall	3040 South Wabash, Chicago, IL	Ed Glancy Field
Lewis Hall	70 East 33rd, Chicago, IL	MTCC Volleyball Courts West of Wabash
Life Sciences Research	35 West 34th, Chicago, IL	Field North of Galvin Library
Machinery Hall	100 West 33rd, Chicago, IL	East End of the Park South of Hermann Hall
McCormick Student Village (MSV)	3241 South Wabash, Chicago, IL	MTCC Volleyball Courts West of Wabash
McCormick Tribune Campus Center	3201 S State Street, Chicago, IL	Parking Lot A3
Materials & Metals Building	3350 South Federal, Chicago, IL	East end of Field South of Galvin Library
Perlstein Hall	10 West 33rd, Chicago, IL	Field South of Herman Hall
Phi Kappa Sigma Fraternity	3366 South Michigan, Chicago, IL	Center of Greek Quad Field
Pi Kappa Phi Fraternity	3333 South Wabash, Chicago, IL	Farr Field
Robert A. Pritzker Science Center	3105 South Dearborn, Chicago, IL	South Side of Kaplan Institute
Retaliata Engineering Center	10 West 32nd, Chicago, IL	South Side of Kaplan Institute
Siegel Hall	3301 South Dearborn, Chicago, IL	Field South of Galvin Library

Sigma Phi Epsilon Fraternity	3341 South Wabash, Chicago, IL	Farr Field
John and Jeanne Rowe Village	3301 S State Street, Chicago, IL	East End of D1-D2 Parking Lot
Stuart Building	10 West 31st, Chicago, IL	Field North of VanderCook East - 31st and Federal
Tech Central	3424 South State, Chicago, IL	Field East of Galvin Library
Tech North	3410 South State, Chicago, IL	Field South of Galvin Library
Tech South	3424 South State, Chicago, IL	Field South of Galvin Library
Galvin Tower	10 West 35 <sup>th</sup> Steet, Chicago, IL	Field on the North east corner of 35th and Dearborn
Triangle Fraternity	3360 South Michigan, Chicago, IL	Center of Greek Quad Field
VanderCook East	3120 South Dearborn, Chicago, IL	South Side of Kaplan Institute
VanderCook West	3140 South Federal, Chicago, IL	South Side of Kaplan Institute
Wishnick Hall	3255 South Dearborn, Chicago, IL	West end of field south of Herman Hall

## **EMERGENCY EVACUATION DRILLS & TRAINING**

At a minimum, drills will be conducted biannually per the City of Chicago Municipal Code **13-56-90**. The time required for each drill will vary, followed by a short discussion on the outcome of the drill. The Office of Emergency Management is responsible for scheduling and coordinating all drills.

All building occupants are required to participate in periodic emergency evacuation drills. The purpose of these drills is to ensure that the Illinois Tech community is familiar with their building's evacuation plan, understands how to evacuate safely, and is aware of emergency exits. It is expected that all individuals within the building will participate in evacuating in an orderly manner when the fire alarm system is activated, whether for a drill or a real-world event.

All Illinois Tech faculty, staff, and students will be required to complete an annual online Fire and Life Safety Training. This self-paced online training, via Canvas learning software, informed participants about fire emergency protocols and procedures, as well as life safety tips. This training will be updated on an as-needed basis.

## **EMERGENCY CONTACT LIST**

Outlined within this section is contact information for key units, as well as Illinois Tech building Monitors. Facilities, Public Safety and Emergency Management Departments hold copies of this listing for all ERT members. These lists are updated on an annual basis.

**Mies Campus Public Safety (Emergency) ..... 312-808-6363**

- Mies Campus Public Safety Office (Non-Emergency) ..... 312-808-6300
- Facility Service Desk ..... 312-567-3320  
(available from 8:30-4:30 pm Monday – Friday)
- IIT Tower Front Desk ..... 312-567-8900

**Convser Law Center Public Safety ..... 312-906-5030**

**Rice Campus Public Safety ..... 630-682-6054**

**Moffett Campus Public Safety .....708-563-8195**

### **Mies Campus Facilities Department**

<b>Title</b>	<b>Contact</b>	<b>Work Number</b>
Asst. Vice President – Facilities	Kevin Gallagher	312-567-8992
Facilities Area Manager – Housing	Mike King	312-567-3750
Facilities Area Manager – Academic	John McMahon	312-567-5246

### **Safety Units**

<b>Title</b>	<b>Contact</b>	<b>Work Number</b>
Director of Public Safety	Teresa Bursoni	312-808-6315
Director of Environmental Health & Safety	Cindy Chaffee	312-567-3750
Emergency Management Specialist	Katie Norton	312-567-5246

### **Galvin Tower Rental Property**

<b>Title</b>	<b>Contact</b>	<b>Work Number</b>
Operations Manager	Kraig Goddard	312-567-3813

## **Building Monitors**

<b>Building</b>	<b>Monitor</b>	<b>Contact Information</b>
Alumni Memorial Hall	Andrew Edwards	910.920.5814 <a href="mailto:aedwards6@iit.edu">mailto:aedwards6@iit.edu</a>
Carman Hall	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Carr Chapel	Patrick Fina	312.567.5184 <a href="mailto:pfina@iit.edu">pfina@iit.edu</a>
Crown Hall	Mark Osorio	312.567.3487 312.953.8563 <a href="mailto:mosorio1@iit.edu">mosorio1@iit.edu</a>
Cunningham Hall	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Farr Hall	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Fraternities	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Galvin Library (Office, South Admin Suite)	Jenny Worrell	312.567.5136 847.418.1940 <a href="mailto:jworrell@iit.edu">jworrell@iit.edu</a>
Greek Housing / Housing	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Gunsaulus Hall	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Hermann Hall	Janessa Barbian	312.567.3077 <a href="mailto:jbarbian@iit.edu">jbarbian@iit.edu</a>
The Bog	Patrick Fina	312.567.5184 <a href="mailto:pfina@iit.edu">pfina@iit.edu</a>
Galvin Tower	Kraig Goddard	312.567.3813 <a href="mailto:kgoddard@iit.edu">kgoddard@iit.edu</a>
Incubator	Kraig Goddard	312.567.3813 <a href="mailto:kgoddard@iit.edu">kgoddard@iit.edu</a>
Kaplan Institute (Floor 2)	Leslie Balcer	312.595.4900 <a href="mailto:lbalcer@id.iit.edu">lbalcer@id.iit.edu</a>
Kaplan Institute (Floor 1)	Casey Crail	312.567.3162 <a href="mailto:ccrail@kaplan.iit.edu">ccrail@kaplan.iit.edu</a>
Kacek Hall	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Keating Hall	Usha Gilmore	312.567.3242 <a href="mailto:ugilmore@illinoistech.edu">ugilmore@illinoistech.edu</a>
Rettaliata Engineering Center	Faith Kancauski	312.567.8980 312.415.9035 <a href="mailto:kancauski@iit.edu">kancauski@iit.edu</a>
Pritzker Science Center	Tara Butterfield	312.567.3838 <a href="mailto:butterfield@iit.edu">butterfield@iit.edu</a>
Life Science Research Building	Kraig Goddard	312.567.3813 <a href="mailto:kgoddard@iit.edu">kgoddard@iit.edu</a>
Machinery Hall	Eileen Hermle	312.567.3320 <a href="mailto:hermle@iit.edu">hermle@iit.edu</a>
McCormick Student Village	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Metals South Building	Brick (Brian) Cassidy	<a href="mailto:bcassidy1@illinoistech.edu">bcassidy1@illinoistech.edu</a>

MTCC/Commons	Patrick Fina	312.567.5184 <a href="mailto:pfina@iit.edu">pfina@iit.edu</a>
Perlstein Hall	Catherine Gerhard	312.567.5806 <a href="mailto:cgerhard@iit.edu">cgerhard@iit.edu</a>
Power Plant	Jeff Barrie	312.567.7132 <a href="mailto:jbarrie@iit.edu">jbarrie@iit.edu</a>
Siegel Hall	Amber Moore	312.567.5126 <a href="mailto:amoore22@iit.edu">amoore22@iit.edu</a>
Sororities	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Residence Halls	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Rowe Village	Mike King	312.399.7175 <a href="mailto:mking8@iit.edu">mking8@iit.edu</a>
Stuart Building	John Kazibut	312.567.7962 <a href="mailto:kazibut@iit.edu">kazibut@iit.edu</a>
Student Health & Wellness	Laura Zamudio	312.567.7116 <a href="mailto:lzamudio@iit.edu">lzamudio@iit.edu</a>
Technology Business Center (TBC)	Kraig Goddard	312.567.3813 <a href="mailto:kgoddard@iit.edu">kgoddard@iit.edu</a>
Tech South	Kraig Goddard	312.567.3813 <a href="mailto:kgoddard@iit.edu">kgoddard@iit.edu</a>
Tech Central	Teresa Bursoni	312.808.6315 <a href="mailto:tbursoni@iit.edu">tbursoni@iit.edu</a>
Tech North	Mark Osorio	312.567.3487 <a href="mailto:mosorio1@iit.edu">mosorio1@iit.edu</a>
VanderCook College of Music	Cindy Tovar	312.788.1122 <a href="mailto:ctovar@vandercook.edu">ctovar@vandercook.edu</a>
Wishnick Hall (Office: 314)	Cathie D'Amico	312.567.5324 317.408.4122 <a href="mailto:damico@iit.edu">damico@iit.edu</a>

## Satellite Campuses

Campus	Contact	Work Number
Conviser Law Center	Robert Ulcigrai	312.906.5019 <a href="mailto:rulcigrai@illinoistech.edu">rulcigrai@illinoistech.edu</a>
Moffett Campus	Davidian Smith	708.563.8273 <a href="mailto:dsmith94@illinoistech.edu">dsmith94@illinoistech.edu</a>
Rice Campus	Ann Scorza	630.682.6005 <a href="mailto:ascorza@iit.edu">ascorza@iit.edu</a>
Fulton Labs	Marcella Vaicik	312.567.5099 <a href="mailto:mvaicik@illinoistech.edu">mvaicik@illinoistech.edu</a>

## **APPENDIX A: MEDIA RELATIONS**

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Illinois Tech’s Communications Team, part of the Office of Marketing and Communications (M&C), serves as the official liaison between the university and the media. M&C will connect faculty, staff, and students with journalists to tell the Illinois Tech story in a way that is strategic, accurate, and aligned with our institutional priorities.

If contacted by a journalist or are planning to engage with the media, please immediately notify the communications director at **773-771-1064** or email [press@iit.edu](mailto:press@iit.edu).

If you receive a media request:

- Immediately forward request to **press@iit.edu** or call **773-771-1064**
- Do not respond on your own: Especially when the topic involves university-wide issues, legal matters, sensitive data, or active investigations.
- We’ll help coordinate: Our team will assess the inquiry, provide context, recommend spokespeople (if needed), and coordinate a timely, consistent response.
- Respect deadlines: Many outlets are on tight timelines. Let us know if you're unavailable—we can help manage expectations.
- Faculty expertise: Faculty are welcome to speak to the media on topics within their academic expertise, but should not comment on behalf of the university unless officially designated.

For more information, visit the [Media, Press, and Public Relations webpage](#).

# APPENDIX B: NATURE OF FIRE FACT SHEET



## This Is Fire!

A Factsheet on the Nature of Fire

**E**very 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 and our families. Each year more than 4,000 Americans die and 20,000 are injured in fires, many of which could be prevented.

The U. S. Fire Administration (USFA), a part of the U. S. Department of Homeland Security, believes that fire deaths can be reduced by teaching people the basic facts about fire. 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. In minutes, a house can be engulfed in flames. Most fires occur in the home 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 the home you've lived in 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. Develop a home fire escape plan and designate a meeting place outside. Make sure everyone in the family knows two ways to escape from every room. 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.

Finally, having a working smoke alarm dramatically increases your chances of surviving a fire. And remember to practice a home escape plan frequently with your family.

#### For more information contact:

The U. S. Fire Administration  
16825 South Seton Avenue  
Emmitsburg, MD 21727  
or  
Visit the USFA Web site:  
[www.usfa.fema.gov](http://www.usfa.fema.gov)



Homeland Security

March 2006

## **APPENDIX C: FIRE PREVENTION**

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Common causes of fires include electrical and chemical. Illinois Tech's fire prevention practices have been designed to prevent such fires. If applicable, all personal property used on an Illinois Tech campus must be Underwriters Laboratory (UL) listed. 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 Illinois Tech 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 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. Although they are permitted in any non-Residence Hall buildings on the Illinois Tech Campuses, they must be in strict compliance with IIT's [Space Heaters 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 should 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. Overload tripping mechanisms allow for automatic shut off of power when the total electrical current exceeds the strip's capacity, preventing overheating and potential electrical fires by acting as a built-in circuit breaker. Additionally, power strips must not be plugged into other power strips, only into wall outlets.

### **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 UL approved and must be turned off every night.

## **APPENDIX D: PERSONAL PREPAREDNESS**

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Within this section are key considerations when preparing for an emergency on Illinois Tech Campuses. By following these simple steps, individuals are strengthening their personal preparedness, ensuring that proper actions are taken when an emergency occurs.

### **Know your Building Monitor and/or Floor Warden**

Each building on Illinois Tech campuses has an assigned Building Monitor. This individual is the point of contact when it comes to addressing facility and safety concerns. The Building Monitor is a direct line to the facilities team. Additionally, depending on the building, Floor Wardens might also be assigned. These individuals represent their given floor and report to the Building Monitor.

It is important that all faculty and staff get to know their Building Monitor and/or Floor Warden. As they can provide insight on how to address safety and facility concerns. They can also provide insight on upcoming major projects impacting the area, fire drill and maintenance schedules, as well as direct individuals to the proper contacts for facility and safety inquiries.

Building Monitor Listing can be found within the Emergency Contacts section within this manual.

### **Reporting Options**

Outlined within this section are alternative reporting options available at Illinois Tech. If you encounter an incident outside a standard emergency as those listed above, such as a student or staff member exhibiting concerning behavior, experiencing an incident or injury on campus, witnessing unethical behavior, or having a less-than-desirable interaction with a Public Safety Officer, it is always encouraged that you make a report.

#### **Cares Referral Form**

Concerns about a student can be reported through this form and will go to the Cares Team.

#### **Incident Reporting Form**

Witness or experience an incident or injury — reports will be directed to HR and relevant departments.

#### **Ethics Point**

Faculty & Staff can anonymously report activities that are believed to be unethical, illegal, or in violation of university policy.

#### **Public Safety Concern**

Report concerns about Public Safety officers or campus safety. Submissions go to the Director of Public Safety.

## **APPENDIX E: TYPES OF EMERGENCIES & ACTION PLANS**

Although the Fire & Life Safety Manual focuses on fire emergencies, it is important to familiarize yourself with all types of emergencies you may experience on campus. Listed below are emergencies you may experience, and emergency actions to be taken. Emergency Actions are immediate actions to be taken by those directly impacted by an emergency incident.

### **Active Threat**

In the event of such an incident, emergency actions, including Run, Hide, Fight, will be implemented to protect the community and respond effectively. Follow these steps when a Run, Hide, Fight is required

#### **Run**

- If there is an escape path, attempt to evacuate even if others choose not to.
- Assist others in escaping, if possible.
- Move in the opposite direction of the attacker.
- Leave belongings behind; if you must take items only grab the essentials (keys, wallet, phone),
- Remember Emergency exits and windows
- Don't hesitate. Seconds matter.
- Do not stop until you are sure you are in a safe location.

Once you are away from the situation and safe, call Public Safety at **312-808-6363**

#### **Hide**

If unable to evacuate safely, find a place to hide. Hiding places should be out of sight, provide protection (e.g., behind or under a large object), and should not restrict your movements.

Other ways to conceal your location include:

- Lock and Barricade doors
- Turn off Lights
- Silence your cell phone
- Stay clear of windows
- Remain quiet
- Determine a defense plan

#### **Fight**

Only if your life is in danger and as a last resort should you fight.

- Arm yourself with items readily available as improvised weapons (e.g., chairs, bottles, equipment).
- Work with a group rather than on your own, if possible.
- Commit to your actions and act with aggression.
- Remember you are fighting for your life. Don't fight fair.

If the threat is incapacitated and you are safe, contact Public Safety at **312-808-6363**

## **Provide Aid – Stop the Bleed**

If someone nearby has been injured and bleeding, provide aid only if it is safe to do so.

- Find the wound.
- Apply direct pressure to the wound using gloves and dressing, if available.
- Only stop applying pressure if:
  - The bleeding has stopped.
  - You have been relieved by someone else.
  - You are too exhausted to continue.
  - The area has become unsafe.
  - First responders have arrived.
- If the bleeding is life-threatening to an arm or leg, apply a tourniquet 2-3 inches above the wound.
- Once you have completed giving care, be sure to wash hands thoroughly.

## **Resources**

[Federal Bureau of Investigation \(FBI\) Run – Hide – Fight Video](#)

[American Red Cross \(ARC\) - How to use Direct Pressure to Control Life-Threatening Bleeding Video](#)

[American Red Cross \(ARC\) - How to Recognize Life-Threatening Bleeding](#)

[American Red Cross \(ARC\) - How to use a Tourniquet to Control Life-Threatening Bleeding](#)

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## **Bomb Threat**

Depending on how the threat is received will determine the appropriate emergency actions. If a bomb threat is received, act quickly, remain calm, and follow these steps based on how the threat was received.

### **Phone**

- Do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to call Public Safety at **312-808-6363**
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the [Bomb Threat Checklist](#) immediately
- Provide the checklist to Public Safety once complete

### **Email or Social Media**

- Do not turn off the device or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Send Screenshot to Public Safety [publicsafety@iit.edu](mailto:publicsafety@iit.edu)
- Call Public Safety immediately to inform them of the threat at **312-808-6363**

### **Written**

- Handle the document as little as possible
- Note the date, time, and location where the document was found
- Secure the document and do not alter the item in any way
- Call Public Safety immediately to inform them of the threat at **312-808-6363**

Regardless of how a bomb threat is received, always contact Public Safety immediately. Following the report, an evacuation order may be issued, and an IIT Alert will be sent to the campus community.

### **Always Remember**

- Stay Calm
- Follow Directions
- Await Updated Information
- Be Aware of
  - Your Surroundings
  - Suspicious – People, Activities, and Items
- Evacuate when Directed
- Do not re-enter the area until given the “ALL CLEAR”

### **Resources**

[Illinois Tech – Bomb Threat Checklist](#)  
[CISA - Bomb Threat Awareness for College Students Video](#)  
[CISA – What To Do: Bomb Threat Video](#)

## **Hazmat Incident**

In the event of such an incident, emergency actions will be implemented to protect the community and respond effectively. Follow these steps when a hazardous material incident occurs.

### **Notification & Reporting**

- Call Public Safety at **312-808-6363**
- Provide the following information
  - Name
  - Location
  - Hazardous materials involved
  - If anyone has been injured
- If a hazardous material has been ingested, contact Poison Control immediately, at **1-800-222-1222**
- Alert others within the area of the incident and stay clear of the area
- Contact the instructor and/or direct supervisor of the incident

### **Decontamination Protocols**

#### **Contact with Skin or Clothing:**

- Remove all contaminated clothing
  - Time is critical—do not hesitate due to modesty.
  - When removing pull-over shirts or sweaters, take care to avoid eye contamination.
- Immediately flush the affected area with water for at least 15 minutes.
  - For larger exposures, use a safety shower.
- For flammable solids on the skin, first brush off as much of the solid as possible.
- Consult the Safety Data Sheet (SDS) to determine if delayed effects may occur.
- Discard contaminated clothing or launder them separately from other clothing.
  - Leather garments or accessories cannot be decontaminated and should be discarded.
- Do not use solvents to wash skin, as they can strip away natural protective oils, potentially causing irritation, inflammation, or facilitating the absorption of toxic chemicals.

#### **Contact with Eyes:**

- Immediately flush the affected eye(s) with water for at least 15 minutes.
- Hold eyelids away from the eyeball and rotate the eyes to ensure thorough washing.
- Use an eye wash station if available, allowing your hands to remain free to hold the eyelids open. If no eye wash station is available, pour water gently over the eye, rinsing from the nose outward to prevent contamination of the other eye.

- Remove contact lenses immediately while rinsing. Do not delay rinsing to remove contact lenses, and do not attempt to reinsert them after rinsing.
- Seek medical attention regardless of the severity or lack of symptoms. Clearly explain the chemicals involved.

**Inhalation:**

- Move to fresh air immediately.
- Close doors when exiting the area.
- Notify others in the immediate area to evacuate and activate the fire alarm pull station on the way out.
- Call Public Safety at **312-808-6363** Review the Safety Data Sheet (SDS) for information on potential health effects, including delayed reactions.

**Ingestion:**

- **Do not** induce vomiting unless instructed to do so by a healthcare professional.
- Wait for emergency services to arrive.

**Resources**

- [From Chemical Safety Rules to Risk Management | ACS College Safety Video #1](#)
- [Chemical Safety Information Resources | ACS College Safety Video #2](#)
- [Assessing Risks in the Chemistry Laboratory | ACS College Safety Video #3](#)
- [Minimizing Risks in the Chemistry Laboratory | ACS College Safety Video #4](#)
- [Minimizing Risks in the Chemistry Laboratory Techniques | ACS College Safety Video #5](#)
- [Emergencies in the Chemistry Laboratory | ACS College Safety Video #6](#)

## Medical Emergency

To effectively assist in a medical emergency, it is essential to recognize the warning signs. Below are some key indicators of common medical emergencies. Please note that the specific symptoms may vary depending on the type of emergency.

<ul style="list-style-type: none"><li>• Bleeding</li></ul>	<ul style="list-style-type: none"><li>• Choking</li></ul>
<ul style="list-style-type: none"><li>• Breathing Issues (difficulty breathing, shortness of breath)</li></ul>	<ul style="list-style-type: none"><li>• Coughing or vomiting blood</li></ul>
<ul style="list-style-type: none"><li>• Chest pain (lasting 2 minutes or more)</li></ul>	<ul style="list-style-type: none"><li>• Fainting or loss of consciousness</li></ul>
<ul style="list-style-type: none"><li>• Head or spine injury</li></ul>	<ul style="list-style-type: none"><li>• Severe or persistent vomiting</li></ul>
<ul style="list-style-type: none"><li>• Sudden dizziness, weakness or changes in vision</li></ul>	<ul style="list-style-type: none"><li>• Inability to speak bluish skin color</li></ul>
<ul style="list-style-type: none"><li>• Seizure</li></ul>	<ul style="list-style-type: none"><li>• Discoloration around the eyes</li></ul>
<ul style="list-style-type: none"><li>• Unable to walk or stand</li></ul>	<ul style="list-style-type: none"><li>• Unresponsive</li></ul>
<ul style="list-style-type: none"><li>• Burns</li></ul>	<ul style="list-style-type: none"><li>• Sudden, severe pain anywhere in the body</li></ul>

Encountering a medical emergency can be frightening and stressful, but remaining calm and taking swift action can make a critical difference in someone's well-being. Following these critical steps will aid in ensuring the best possible outcome.

### Regardless of the type of medical emergency always:

- Immediately call **911**
- Remain calm.
- Ensure the area is safe.
- Ensure your safety before administering aid.
  - If you or the area is unsafe to render aid, find a safe area if able and contact Public Safety, and do not administer aid. Your safety is the highest priority.
- Address the person before providing aid.
- Contact Public Safety at **312-808-6363**.

Outlined here are the types of medical emergencies that might be encountered while on campus.

### Unresponsive Individual

- Address the individual
- Gain consent to administer aid.
  - If they do not respond, consent is assumed
- Administer CPR
  - Do not move the individual, unless absolutely necessary
    - If the person is on a soft surface, as CPR is required, movement might be required.

- Direct someone to call Public Safety and receive an Automated External Defibrillator (AED)
  - If someone is not able to assist, call Public Safety yourself before administering care
- If an AED is available, remember the following:
  - *Open – Power On – Follow Audible Prompts*
- Administer aid until help arrives.

## Opioid Overdose

- Address the individual
  - The individual will most likely be unresponsive. If so, consent is assumed.
- Call Public Safety at **312-808-6363**
  - Inform dispatch that a person is unresponsive and may have overdosed.
    - Public Safety does have access to and trained in the administration NARCAN.
    - Public Safety will also contract Emergency Services (911) once a call is made.
- If NARCAN is available, follow these steps:
  - Open the box and peel back the tab with the circle to open it.
    - **Do not** test the nasal spray. It contains a single dose of naloxone and cannot be reused.
  - Hold the nasal spray with your thumb at the bottom of the plunger and your index and middle fingers on either side of the nozzle.
  - Press the bottom of the plunger to administer the dose.
  - Lay the individual on their back, supporting their neck with your hand to gently tilt their head back before administering the medication.
  - Carefully insert the tip of the nozzle into one of the individual's nostrils, positioning your fingers against the bottom of their nose.
  - Firmly press the plunger to deliver the dose, then remove the nasal spray from the nostril.
  - After administering the medication, turn the individual onto their side.
  - Monitor the individual closely, and administer additional doses every 2 to 3 minutes if necessary, until they respond or emergency medical help arrives.
  - If the individual is still unresponsive, administer CPR.
  - Following administration of aid, contact public safety.
  - Wait for emergency services to arrive.

## **Choking**

A person who is choking often displays a panicked, confused, or surprised facial expression. They may instinctively place one or both hands on their throat. The individual might cough—either forcefully or weakly—or may be unable to cough at all. You may hear high-pitched squeaking sounds as they struggle to breathe, or there may be complete silence. If the airway is fully blocked, the person will be unable to speak, cry, or cough. Initially, their skin may appear flushed (red), but it will quickly turn pale or bluish as oxygen deprivation sets in.

- Address the individual and assess the situation.
- Obtain consent to provide aid.
- Instruct someone to call **911** followed by Public Safety at **312-808-6363**.
- Bend the individual forward, supporting them with one arm. With your other arm, deliver five (5) back blows between the shoulder blades.
- Reposition the individual to an upright position.
- Place both arms around the individual's abdomen, about 2 inches above the navel.
- Administer five (5) upward abdominal thrusts.
  - Ensure one of your legs is positioned between the individual's legs to provide proper leverage for effective thrusts.
- Continue administering aid until the obstruction is cleared or emergency services arrive.

## **Resources**

[Medline Plus – Recognizing Medical Emergencies](#)

[Red Cross – How to Administer Hands-Only CPR Video](#)

[Red Cross - How to Use an AED on an Adult Video](#)

[Red Cross – What to Do When an Adult is Choking: Information and Video](#)

[Red Cross - Threatening Bleeding: How to use a Tourniquet to Control Life Video](#)

[Red Cross – Threatening Bleeding: How to Apply Direct Pressure Video](#)

[American Chemical Society \(ACS\) – Emergencies in Chemical Laboratory Videos](#)

## Severe Weather

In the event of severe weather, emergency actions may be necessary. Below are the types of severe weather events you may encounter on campus, along with the corresponding emergency and preparedness actions that may be required.

### Regardless of the type of weather event:

- Contact **911** and Public Safety at **312-808-6363** if
  - You or someone you know is injured
  - Entrapped or in danger
- Contact Facilities at **312-567-3320** if
  - A power outage has occurred
  - If there is debris making the area unsafe
    - NOTE: this line is only open Monday – Friday during normal business hours. If calling outside of normal business hours or are unable to reach a facilities representative, contact Public Safety.

### Winter Storm/Severe Cold

- Follow emergency action instructions via IIT Alert, if applicable
- Limit time outside
- Wear warm layers
- Do not drive
- Review the contents of emergency kits and add provisions as needed
- Prepare to shelter-in-place as directed
- Check on family, friends and neighbors to ensure their well-being
- Prepare for power outages
- Watch for signs of [frostbite and hypothermia](#)
  - If experiencing signs of frostbite
    - Move to a warm area
    - Handle the area gently and never rub the affected area
    - Warm the area gently by soaking the affected area in warm water until it appears red and feels warm
    - Loosely bandage the area with a dry, sterile dressing
    - Seek medical assistance as soon as possible.
      - For medical transport, contact Public Safety.
  - If experiencing signs of hypothermia
    - Call Public Safety at **312-808-6363**
    - If able, move to a warm area
    - Monitor breathing and circulation
    - Remove wet clothing and dry the person
    - Warm the person by putting them in dry clothes and slowly wrapping them in blankets
      - Do not warm the person up too quickly
      - Start with warming the core of the body first

- Do not immerse in water
- If the person becomes unresponsive, administer CPR
- Wait with the person until emergency services arrive.

## **Severe Heat**

- Follow emergency action instructions via IIT Alert, if applicable
- Limit time in direct sun
- Stay indoors where air conditioning is available; if not available, identify local cooling centers
- Stay hydrated
- Cover windows with drapes and shades
- Wear loose, lightweight, light-colored clothing
- Avoid using the oven and stovetops
- Review the contents of emergency kits and add provisions as needed
- Prepare to shelter-in-place as directed
- Prepare for power outages
- Check on family, friends, and neighbors to ensure their well-being
- Watch for signs of [heat illness](#)
  - Move to a cool area
  - Administer cooling techniques:
    - Immerse in cold water or an ice bath
    - Remove outer layers of clothing
    - Place ice or cold, wet towels on the head, neck, core, underarms, and groin
  - Stay with the individual until they have recovered
  - If symptoms progress, such as the following, contact Public Safety at **312-808-6363 or 911** for medical transport
    - Confusion
    - Slurred speech
    - Unconsciousness

## **Resources**

[Red Cross – How to Identify and Treat Hypothermia and Frostbite](#)

[CDC – About Heat and Your Health](#)

[OSHA – Heat-Related Illness and First Aid](#)

[How to Treat Frostbite - First Aid Training Video](#)

## **Tornado**

### **Watch – Warning – Emergency**

The National Weather Service (NWS) issues Tornado watches, warnings, and emergencies. It is important to understand the differences between these alerts, as they will determine your emergency actions.

#### **Tornado Watch**

- Current weather conditions can possibly lead to a tornado.
- Watch areas are typically large, and cover multiple counties or even states.

#### **Tornado Warning**

- A tornado has been sighted or indicated by weather radar.
- Issued by your local forecast office.
- Warnings typically encompass a much smaller area (around the size of a city or small county) that may be impacted by a tornado.

#### **Tornado Emergency**

- The National Weather Service's highest alert level.
- Issued when a violent tornado has touched down in the watch area.
- Catastrophic damage has been confirmed.

In the event of a tornado watch, warning, or emergency, emergency actions must be taken. Follow these steps when any of the above-listed warnings occur.

### **Tornado Watch – Be Prepared!**

- Review and discuss your emergency plans.
- Check emergency shelter locations and emergency kits.
- Stay informed by following IIT Alerts.
- Reach out to family, friends, and neighbors in the area and ensure they are aware of the situation.
- Be ready to act quickly if a warning is issued.

### **Tornado Warning – Take Action!**

- Basements or lowest level of the building.
- Avoid windows and exterior doors
- If no basement or lower-level areas are available, seek shelter in interior hallways, stairwells, or small interior rooms (e.g., bathrooms or closets)
- Assist those with mobility limitations to the sheltering location.
- Avoid large open areas, gyms, auditoriums, and rooms with windows.

### **Tornado Emergency – Seek Shelter Immediately!**

- Follow all steps outlined under Tornado Warning
- Once in a safe area:

- Crouch low to the ground
- Protect your head and neck with your arms
- If available, get under a hard, sturdy structure such as a table
- Remain in the shelter location until an “ALL CLEAR” has been issued.

### **Reporting**

- Following a tornado, ensure you are safe
- Check on others to confirm their safety.
- Report any injuries, hazards, or infrastructure damage to Public Safety at **312-808-6363**

### **Resources**

National Weather Service (NWS) - Understand Tornado Alerts

National Weather Service (NWS) - Get Weather Ready: During a Tornado