

**ILLINOIS INSTITUTE OF TECHNOLOGY
SAFETY POLICY COMMITTEE**

IIT Fire & Life Safety Policy Manual

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TABLE OF CONTENTS

Section	Page
Introduction.....	1
Fire Fact Sheet	2
Fire Prevention.....	3
Fire Protection Systems	4
Emergency Response Team	7
Emergency Response & Evacuation Procedures	9
Emergency Evacuation Drills.....	15
Emergency Procedures for Occupants.....	16
Emergency Contact List	17
Emergency Telephone Numbers.....	19
Fire Alarm Summary Sheet.....	20
Chemical Spills	22
Medical Emergencies	23
Tornado	24
Other Emergencies.....	25
Emergency Evacuation Staging Areas & Evacuation Floor Plans.....	26
Approval	27

INTRODUCTION

The Illinois Institute of Technology (IIT) Fire & Life Safety Manual is designed to outline how to respond to an emergency anywhere on the IIT Campus(es) and to provide a process for evacuating people from danger, sheltering in place, protecting assets and property, and restoring operations to a steady state 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 by following the guidelines and procedures set forth in this plan.

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

Please feel free to contact the Associate Vice President of Facilities with any questions that you may have about this manual.

A FACT SHEET ON THE NATURE OF FIRE⁽¹⁾

Fire deaths can be reduced by teaching people the basic facts about fire. Below are some simple ways to help you explain to community members the 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. 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 is 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.

(1) The United States Fire Administration, <https://www.usfa.fema.gov/prevention/outreach/#ans4>

FIRE PREVENTION

There is always a possibility that a fire could occur, and the most likely cause of a fire would be electrical or chemical in origin. Fire prevention practices at IIT are designed to prevent such fires. If applicable, all personal property used on an IIT 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 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 electricians and comply with the City of Chicago Electrical Code. Cords to electrical equipment are checked before use and are replaced or repaired if found to be defective. All tools, equipment, and extension cords must be grounded. Furthermore, all heat producing equipment must be regularly maintained according to established procedures in order to prevent accidental ignition of combustible materials.

Space Heaters Space heaters are not allowed in any room of any Residence Hall building. Space heaters are a potential fire hazard, and they are **not** permitted in any non-Residence Hall building on the IIT Mies Campus, nor on the Downtown Campus, except 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. 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 be UL approved and must be turned off every night.

FIRE PROTECTION SYSTEMS

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

Building Classes

The City of Chicago classifies buildings by purpose and height. There are distinct procedures to follow based on the classification.

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 IIT's case, academic buildings. 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 type.

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 Evacuation Staging 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 Evacuation Staging Area which is a building specific, designated safe meeting place outside the building.

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 Evacuation Staging Area which is a building specific, designated safe meeting place outside the building.

- **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 Ed Steiner, Director of Facilities and Pilot Plant, or Karolina Piszczor, Safety/Biosafety Officer for information.

Rice Campus: Located in Wheaton, has a singular low-rise commercial building on its campus. Upon activation of a fire alarm, occupants will evacuate to the assigned Emergency Evacuation Staging Area which is a building specific, designated safe meeting place outside the building

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 fire involving energized electrical equipment where 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 the IIT 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 the appropriate training.

Fixed Extinguishing Systems

This system is a total flooding system, which engulfs the area with a wet liquid chemical, extinguishing the fire by displacing the oxygen. In the event of an emergency, this system can be activated manually. 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 proper inspection and testing of the system. Systems of this type are located in the Galvin Tower basement, IITRI Archive room, Technology Business Center first floor data center, and Stuart Hall building 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 IIT buildings have an appropriate, automated detection system, which activates a fire emergency response system. In High-Rise structures, the Chicago Fire Department will coordinate evacuations.

Elevator Systems

In the event of a fire, elevators in High-Rise structures will automatically come to the first floor. The first fire fighter arriving on the scene will secure the elevator system, causing all elevators to immediately cancel all existing calls, ignore all future calls, and go non-stop to the lobby level for the exclusive use of the Fire Department.

In case of a fire, **DO NOT** use the elevators to evacuate the building. Building occupants will be instructed to use the stairs.

EMERGENCY RESPONSE TEAM

The purpose of an Emergency Response Team (ERT) is to ensure an appropriate response in the event of an emergency. This team is recruited and appointed by the Building Monitor. It 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:

1. Building Monitor – the supervisor/organizer/controller
2. Floor Warden(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
6. Person with Disabilities Aid(s) – the assister

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

The ERT will work to evacuate the building until the arrival of the Chicago Fire Department (CFD). Upon arrival, CFD will take over the evacuation, with the assistance of IIT Public Safety. 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.

ERT Building Monitors:

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

- 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 IIT Public Safety and CFD regarding the nature

and the extent of the emergency.

Building Monitors are expected to participate in Life Safety training and evacuation drills, attend Life Safety meetings, and distribute Life Safety education information as required. The Building Monitors are current IIT staff members who have volunteered to act in this capacity and meet regularly as a committee under the direction of the Associate Vice President of Facilities.

ERT Floor Wardens:

A Floor Warden's main responsibility is to search and secure his or her designated area or floor in the event of a fire. They are also expected to know all aspects of IIT's Fire & Life Safety Manual, participate in Life Safety training and evacuation drills, attend some of the scheduled Life Safety meetings and distribute Life Safety information as required.

Floor Warden should be full-time IIT staff employees and should be assigned one alternate. Floor Monitors 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 before the "all clear" signal.
- Verifying with each searcher, if designated, that their areas are accounted for.
- Maintaining a roster of those who work on the floor.

EMERGENCY RESPONSE & EVACUATION PROCEDURES

NEVER IGNORE AN ALARM

Remember, during an emergency situation your priority is to get out, or take cover and stay alive. Survival is the first and foremost priority!

The objective is to ensure that all building occupants evacuate the building properly and safely in the event of a fire or any other type of emergency.

The following procedures should be used during a fire evacuation:

A. MANUAL SYSTEM – Evacuation and Reporting a Fire

If a fire is located in an area that does not have smoke or fire detectors, and is noticed by a building occupant, the individual's first response should be to ensure his or her personal safety, immediately followed by:

1. Dialing **911 or 9-911** to report the incident. The following information should be provided:
 - The nature and location of the incident including the building name and address.
 - The name of the individual calling.
 - Whether the paramedics should be called to respond to a medical emergency.
2. If time allows, please call the IIT Public Safety emergency number: 312-808-6363.
3. If the fire is small and can be controlled with portable fire extinguishers, an ERT individual who has been properly trained in the use of fire extinguishers can attempt to put out the fire.
4. If the fire is uncontrollable, activate the pull station alarm if available, and proceed with evacuation.

B. AUTOMATIC FIRE ALARM SYSTEM EVACUATION – Pull Stations & Smoke/Heat Sensors

Activating the pull station alarm or detection of smoke or heat by the automatic sensors will alert the Chicago Fire Department, Public Safety, ERT, and building occupants of a situation that requires a building to be evacuated.

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

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

C. FULL BUILDING EVACUATION PROCEDURES for (all IIT buildings except the Galvin Tower, Tech South, Tech Central, and High-Rise Dormitories). For the Moffet Campus, see the Moffet Campus Emergency and Incident Response Plan for site specific evacuation procedures, staging areas and other considerations. Please see Ed Steiner, Director of Facilities and Pilot Plant, or Karolina Piszczor, Safety/Biosafety Officer for information.

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. Each floor has access to at least two stairwells; each marked “stairs” by illuminated signs. Stairs will be used to exit to the first floor lobby and out of the building. Elevators are not to be used during a fire evacuation. Additionally, inside or adjacent to each stairwell there is one fire extinguisher for use by ERT personnel only.
3. Evacuated personnel will congregate in the Emergency Evacuation Staging Area as listed below in this document, and remain there until the appropriate officials have made a decision to re-occupy the building, move, occupy another building, or send people home. Floor Wardens will then account for all individuals on their assigned floors or specific areas of responsibility. If someone is missing, the Chicago Fire Department must be notified immediately of the possibility that someone is still in the building and their likely whereabouts.
4. If and when conditions become safe for occupants to return to the building, the Chicago 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, or similar occurrences) during an evacuation must be immediately reported to Public Safety (312-808- 6363) and the on-site Chicago Fire Department personnel and/or paramedics.

<u>Building Name</u>	<u>Building Address</u>	<u>Emergency Evacuation staging area</u>
Auto Lab/Facilities Garage	3240 South Federal	North End of Parking Lot C3
Alpha Sigma Alpha Sorority	3340 South Michigan	Center of Greek Quad Field
Alpha Sigma Phi Fraternity	3361 South Wabash	Center of Greek Quad Field
Alumni Memorial	3201 South Dearborn	Field South of Pritzker Science Center
Carman Hall	60 East 32 nd	South Side of A5 Parking Lot
Carr Chapel	65 East 32 nd	North side of Parking Lot A5
Cogeneration/Heating Plant	3430 South Federal	Sidewalk East of Metals Building
Commons	3200 South Wabash	South End of Field North of Carman Hall
Conviser Law Center	565 W. Adams Street	Sidewalk on Clinton between Adams/Quincy
Crown Hall	3360 South State Street	Corner of Field at 33 rd and State St.
Cunningham Hall	3100 South Michigan	Tennis Courts
Delta Tau Delta Fraternity	3349 South Wabash	Center of Greek Quad Field
Ed Kaplan Center	3137 South Federal	Man on the Bench Park
Facilities Building	3100 South Federal	West Side of VanderCook West Building
Fowler Hall	3241 South Wabash	South End of Field North of Carman Hall
Galvin Library	35 West 33 rd	Corner of Field at 33 rd and State St.
Graduate Hall	70 East 33 rd	MTCC Volleyball Courts West of Wabash
Gunsaulus Hall	3140 South Michigan	Tennis Courts
Hermann Hall	3241 South Federal	North Side of Kaplan Institute
Incubator Central	55 West 34 th	Park South of Siegel Hall
Incubator North	55 West 34 th	Park South of Siegel Hall
Incubator South	55 West 34 th	Park South of Siegel Hall
Kacek Hall	3101 South Wabash	South End of Field North of Carman Hall
Kappa Delta Phi Sorority	3330 South Michigan	Center of Greek Quad Field
Keating Hall	3040 South Wabash	Sidewalk South of Baseball Field
Lewis Hall	70 East 33 rd	MTCC Volleyball Courts West of Wabash
Life Sciences Research	35 West 34 th	Field North of Galvin Library
Machinery Hall	100 West 33 rd	East End of the Park South of Hermann Hall
McCormick Student Village (MSV)	3241 South Wabash	MTCC Volleyball Courts West of Wabash
McCormick Tribune Campus Center	3201 South Wabash	Parking Lot A3
Materials & Metals Building	3350 South Federal	Field South of Galvin Library
Moffet Campus	6502 S. Archer, Bedford Pk	See Moffet Campus site specific plan
Perlstein Hall	10 West 33 rd	Field South of Herman Hall
Phi Kappa Sigma Fraternity	3366 South Michigan	Center of Greek Quad Field
Pi Kappa Phi Fraternity	3333 South Wabash	Center of Greek Quad Field
Robert A. Pritzker Science Center	3105 South Dearborn	South Side of Kaplan Institute
Retaliata Engineering Center	10 West 32 nd	South Side of Kaplan Institute
Rice Campus	201 E. Loop Rd., Wheaton	Sidewalk Southwest of building at E. Loop Road
Siegel Hall	3301 South Dearborn	Field South of Galvin Library
Sigma Phi Epsilon Fraternity	3341 South Wabash	Center of Greek Quad Field

<u>Building Name</u>	<u>Building Address</u>	<u>Emergency Evacuation Staging Area</u>
John and Jeanne Rowe Village	3301 South State Street	East End of D1-D2 Parking Lot
John and Jeanne Rowe Village Middle	3333 South State Street	East End of D1-D2 Parking Lot
John and Jeanne Rowe Village North	3303 South State Street	East End of D1-D2 Parking Lot
John and Jeanne Rowe Village South	3353 South State Street	East End of D1-D2 Parking Lot
Stuart Building	10 West 31 st	Sidewalk West of Soccer Field
Tech Central	3424 South State	Field South of Siegel Hall
Tech North	3410 South State	Field South of Siegel Hall
Tech South	3440 South State	Field South of Siegel Hall
Galvin Tower	10 West 35 th	Field South of Siegel Hall
Triangle Fraternity	3360 South Michigan	Center of Greek Quad Field
VanderCook East	3120 South Dearborn	South Side of Kaplan Institute
VanderCook West	3140 South Federal	South Side of Kaplan Institute
Wishnick Hall	3255 South Dearborn	Field West of Rettaliata Engineering Center

D. HIGH-RISE- COMMERCIAL BUILDING EVACUATION PROCEDURES (Galvin Tower Building) Evacuation method will be determined by the origin of the fire and will be communicated by the fire alarm speaker voice evacuation system instructions on each floor. The decision to evacuate the building partially or fully will be made by the Chicago Fire Department (CFD).

1. At the sound of the alarms, all ERT personnel should immediately take their emergency positions and prepare their floors to follow fire alarm speaker voice evacuation system directions.
2. If required, occupants will immediately begin to evacuate the premises under the supervision and direction of Floor Wardens. Each floor has access to at least two stairwells; each marked “stairs” by illuminated signs. Stairs will be used to exit to the designated safe floor or to exit 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. If a full building evacuation is conducted, evacuated personnel will congregate in the assigned Emergency Evacuation Staging Area on the field south of Siegel Hall, and remain there until a decision is reached to re-occupy the building. Floor Wardens or Searchers, as assigned, will then account for all individuals on their assigned floors or specific areas of responsibility. If someone is missing, the CFD must be notified immediately of the possibility that someone is still in the building and their likely whereabouts.
4. If and when conditions become safe for occupants to return to the building, the CFD will

provide the “all clear” announcement. At this time, building occupants will be allowed to return to their work areas.

5. Medical emergencies (e.g. heart attacks, unconsciousness, etc.) during an evacuation must be immediately reported to Public Safety (312-808-6363) and the on-site CFD personnel and/or paramedics.

HIGH RISE- RESIDENTIAL BUILDING EVACUATION PROCEDURES (Carman, Cunningham, Kacek, and Gunsaulus)

Evacuation, if necessary, will be determined by the origin of the fire and will be communicated by the fire alarm speaker voice evacuation system instructions on each floor. The decision to evacuate the building partially or fully will be made by the Chicago Fire Department (CFD).

6. At the sound of the alarms, all ERT personnel should immediately take their emergency positions and prepare the people on their floors to follow fire alarm speaker voice evacuation system directions.
7. .
8. Occupants will immediately begin to **Shelter in Place** unless the source of the fire is in their living space. If you are in the space where the fire originated, leave the space and proceed to the first floor using the closest stairwell.
9. The CFD may choose to direct occupants to go to different floors within the building depending on the location of the fire and where the occupants are located. Each floor has access to stairwells that are marked “stairs” with illuminated signs. Stairs will be used to relocate people to the designated safe floor. 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.
10. If a full building evacuation is conducted by the CFD, evacuated personnel will congregate in the assigned Emergency Evacuation Staging Area and remain there until a decision is reached to re-occupy the building. Floor Wardens or Searchers, as assigned, will then account for all individuals coming from their respective floors or specific areas of responsibility. If someone is not accounted for, the CFD must be notified immediately.
11. If and when conditions become safe for occupants to return to the building, the CFD will provide the “all clear” announcement. At this time, building occupants will be allowed to return to their residential units.
12. Medical emergencies (e.g. heart attacks, unconsciousness, etc.) during an evacuation must be immediately reported to Public Safety (312-808-6363) and the on-site CFD personnel and/or paramedics.

E. EVACUATION OF INDIVIDUALS WITH DISABILITIES

The building is required to keep a list of individuals who have physical disabilities or special medical conditions that prevent them from evacuating without assistance. Those needing assistance in order to safely evacuate a building will need to self-identify to be on this list, which is kept confidential and shared only with individuals on the Emergency Response Team, and police and fire officials responding to a building emergency as needed. The ERT should include a Persons with Disabilities Aide to assist those with disabilities during an evacuation. In order to self-identify as someone who would need assistance in an evacuation, fill out the form found at <http://tinyurl.com/lynq9pt> or email hr@iit.edu or gwalley@iit.edu. This also applies to those with temporary disabilities.

F. AFTER-HOURS EMERGENCIES

After-hours emergencies should be reported to IIT Public Safety who will dispatch an officer to the location of the emergency. Based on the nature of the emergency, IIT Public Safety may contact CFD and/or the AVP of Facilities.

G. MEDIA RELATIONS

Only an IIT spokesperson is authorized to communicate 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 for rental tenants, Facilities, Public Safety, Building Monitors and Floor Wardens. However, it should be remembered that once CFD personnel are on the scene, they are in command and their instructions must be followed.

EMERGENCY EVACUATION DRILLS

All building occupants will be required to participate in periodic emergency evacuation drills. The purpose of these drills is to ensure that all occupants become familiar with their building's evacuation plan, learn how to safely evacuate their areas, and become familiar 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 Illinois Tech Fire & Life Safety Manual.

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

At a minimum, drills will be conducted 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 Facilities Department will be responsible for maintaining the schedule and logging the evacuation drills.

The Emergency Response Teams (ERTs) will conduct all evacuation drills in accordance with the procedures set forth in the IIT Fire & Life Safety Manual.

EMERGENCY PROCEDURES FOR OCCUPANTS

All departments within each building are provided with the Campus Emergency Guide that are posted in all classrooms. IIT's Human Resources 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 Campus Emergency Guide are available from the Emergency Management Specialist.

EMERGENCY CONTACT LIST

Both Public Safety and Facilities have a copy of the complete Emergency Contact List, which includes contact information for all the members of the Emergency Response Teams (ERT). Each building or floor is required to designate ERT members, and each tenant or department is responsible for submitting members of their staff to serve in these roles. Below is a condensed version of the list.

ERT Emergency Contact List

Mies Campus Facilities Department

Asst. Vice President – Facilities	Kevin Gallagher	312-567-8992
Facilities Area Manager - Housing	Mike King	312-567-3750
Facilities Area Manager – Academic and South End	John McMahon	312-567-5246

IIT Tower Rental Property

Operations Manager	Kraig Goddard	312-567-3813
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Building

Building Monitor

Phone

Academic

Alumni Hall	Andrew Edwards	910-920-5814
John T. Rettaliata Engineering Center	Faith Kancauski	312-567-7014
Galvin Library	Jennifer Worrell	312-567-5136
Hermann Hall	Janessa Barbian	312-567-3077
Kaplan Institute	Casey Crail	847-521-0550

Metals Building	Brick Cassidy	312-567-3259
Pritzker Science Center	Tara Butterfield	312-567-3838
Perlstein Hall	Catherine Gerhard	312-567-5806
Siegel Hall	Amber Moore	312-567-5128
Stuart Building	John Kazibut	312-567-7962
VanderCook	Bob Dolan	312-225-6288
Wishnick Hall	Cathie D’Amico	312-567-5324

Housing

Alpha Sigma Alpha	Graham Davis	312-567-3276
Alpha Sigma Phi	Graham Davis	312-567-3276
Carman Hall	Janessa Luvert	312-567-3750
Carr Chapel	Mike King	312-567-3750-
Cunningham Hall	Janessa Luvert	312-567-3750
Delta Tau Delta	Graham Davis	312-567-3276
Fowler Hall	Janessa Luvert	312-567-3750
Graduate Hall	Janessa Luvert	312-567-3750
Gunsaulus Hall	Janessa Luvert	312-567-3750

Building**Building Monitor****Phone #****Housing, Continued**

Kacek Hall	Janessa Luvert	312-567-3750
Kappa Phi Delta	Graham Davis	312-567-3276
Keating Hall	Kirk Lamitie	312-567-3239
Lewis Hall	Janessa Luvert	312-808-3750
MTCC	Jacqueline McGhee	312-567-3081

Phi Kappa Sigma	Graham Davis	312-567-3276
Pi Kappa Phi	Graham Davis	312-567-3276
Residence Halls	Janessa Luvert	312-567-3750

John and Jeanne Rowe Village	Janessa Luvert	312-567-3750
Triangle	Graham Davis	312-567-3267

South End

Co-Gen Plant	Jeff Barrie	312-567-7132
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Crown Hall	Mark Osorio	312-567-3487
Incubator	Kraig Goddard	312-567-3813
Life Science Research Center	Erin Wallace	312-567-4954
Tech Central	Kraig Goddard	312-567-3813
Tech North	Mark Osorio	312-567-3487
Tech South	Kraig Goddard	312-567-3813

Facilities

Facilities Building	Eileen Hermle	312-567-3320
Machinery Hall	Eileen Hermle	312-567-3320

Alternate Campuses

Conviser law Center	Robert Ulcigrai	312-906-5019
Moffett Campus	Ed Steiner	708-563-8273
Rice Campus	Ann Scorza	630-682-6005

EMERGENCY TELEPHONE NUMBERS

Remember, during an emergency, CALL 911 FIRST!
YOUR SAFETY DEPENDS ON YOU and EVERY SECOND COUNTS.

Mies Campus Public Safety (Emergency).....312-808-6363
Conviser Law Center Public Safety..... 312-906-5030
Rice Campus Public Safety..... 630-682-6054
Moffett Campus Public Safety.....708-563-8195

Police/Fire/Ambulance..... **911**
Mies Campus Public Safety Office (Non-Emergency)312-808-6300
Facility Service Desk312-567-3320
IIT Tower Front Desk..... 312-567-8900

FIRE ALARM SUMMARY SHEET

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

MIES CAMPUS PUBLIC SAFETY (EMERGENCY): 312-808-6363
IIT TOWER FRONT DESK: 312-567-8900

Be prepared to provide the following information:

- The nature and location of the incident (e.g., a fire in the 6th floor, 10 W. 35th St.)
- Your name and location
- Whether the paramedics should be called to respond to a medical emergency

Proceed to the nearest emergency exit immediately then report the fire from a safe area.

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 required to evacuate the building, you should:

- Proceed** to the nearest emergency exit in an orderly manner. Do **NOT** use the elevators.
- Assist** anyone who is having difficulty evacuating the premises.
- Listen** for any additional instructions from your Floor Monitor or communication system.
- Assemble** in your designated staging 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 Wardens and/or Building Monitors

If you don't know your Floor Wardens and Building Monitors, get to know them. Floor Wardens 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 Department of Public Safety Emergency Line at (312) 808-6363 for Mies Campus Buildings or (312) 567-8900 for the IIT Tower. IIT Tower's Public Safety Department will call 911 and follow the proper procedures.

Additional Information

If you have questions or need additional information regarding IIT's emergency procedures, contact your Floor Warden and/or Building Monitor, as listed on pages 15-16.

Remember, during an emergency your safety depends on you!

Emergency Evacuation

Call the Fire Department immediately from a safe area.

Alert building management/security and employees only after the Fire Department is notified.

Listen for fire alarms and for instructions that may be given over the Public Address System or by Public Safety or the Chicago Fire Department.

Move to a safe location and evacuate if you are in immediate danger.

SAFETY TIPS

DO NOT skip fire safety drills.

DO NOT bring **ANYTHING** into stairwell.

DO NOT wear high heels during drills/evacuations.

DO NOT use elevators.

DO NOT go to roof.

DO NOT break windows.

REMEMBER stay on the right side of stairwells and use the right hand rail.

Fire Extinguisher Use

P.A.S.S.

There are four basic steps to operating a fire extinguisher. An easy way to remember the procedure is to think of the word "PASS".

PULL THE PIN

Holding the extinguisher with the nozzle pointing away from you, pull the pin, which is located below the trigger.

AIM LOW

Standing 6-8 feet away from the fire, point the nozzle at the base of the fire. Always hold the extinguisher vertically. Never hold it horizontally or at an angle.

SQUEEZE THE TRIGGER

Squeeze the trigger slowly and evenly. This will expel the extinguishing agent.

SWEEP FROM SIDE TO SIDE

As the extinguishing agent is being expelled, sweep the nozzle from side to side. As the fire begins to go out, move closer to the fire and continue the sweeping motion until the fire is extinguished. If the fire does not diminish or it grows, evacuate the building. Close any doors in order to contain the fire to the immediate area.

CHEMICAL SPILLS

Be Prepared

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

In the Event of a Controlled 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** the Facilities Department at 312-567-3320, if you require assistance in containing the spill.

In the Event of an Uncontrolled Spill

- ☞ **Ensure** your own personal health and safety.
- ☞ **Clear** out all unprotected personnel from the area.
- ☞ **Dial** 312-808-6363 to inform Public Safety of the spill.

Give the Public Safety officer pertinent information: the *nature* and *location* of the spill, any *injuries* that occurred and whether an *evacuation* of the building is necessary.

- ☞ **Evacuate** the building in an orderly manner if the alarm is sounded.

MEDICAL EMERGENCIES

IIT MIESCAMPUS BUILDINGS PUBLIC SAFETY: 312-808-6363

IIT TOWER PUBLIC SAFETY: 312-567-8900

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

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

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

- Remove** the injured/ill individual(s) from any nearby hazards (e.g., broken windows, spilled chemicals).
- Dial** 312-808-6363 and inform the IIT Public Safety Officer of the medical emergency and provide 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 Warden and the Building Monitor of the emergency.
- Remain** with the individual until medical assistance arrives.

TORNADO

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

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

OTHER EMERGENCIES

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

- ☞ **Ensure** your own safety and the safety of those around you by proceeding to a secure location. For example, during a tornado or high wind situation, move away from windows/outer offices.
- ☞ **Dial** 312-808-6363 and inform the IIT Public Safety Officer of the emergency.
 - _ Tell the IIT Public Safety Officer the *nature* and *location* of the emergency.
 - _ Inform the IIT Public Safety Officer of any *injuries* requiring immediate medical assistance.
 - _ Tell the IIT Public Safety Officer if a building *evacuation* is necessary (e.g., if there has been explosion with an uncontrolled chemical release).
 - _ Tell the IIT Public Safety Officer your *name, company* and the *phone number* you are calling from.
- ☞ **Inform** your Floor Warden and/or the Building Monitor of the situation.
- ☞ **Listen** for instructions from the communication system, the Floor Warden, or the Building Monitor.
- ☞ **Evacuate** in an orderly manner upon hearing the alarm.

For more information on all of these, and other emergencies, please refer to the IIT Campus Emergency Guide (https://web.iit.edu/sites/web/files/departments/public-safety/Campus_Emergency_Guide_2019.pdf) and the Department of Public Safety website for additional resources and contact information (<https://web.iit.edu/public-safety/>).

EMERGENCY EVACUATION STAGING AREAS & EVACUATION FLOOR PLANS

A list of the IIT Mies campus Emergency Evacuation Staging Areas are listed on pages 9-11 of this document. In case of an evacuation, occupants will be instructed to congregate at these locations and remain there until a decision is made by the appropriate officials to re-occupy the building, occupy another designated building, or send people home.

Evacuation Plans showing emergency exit routes for every building on the IIT Mies Campus are also available for review by request from the Planning, Design & Construction Department (312-567-8995). These Evacuation Plans are posted in various locations along the main corridor of each building. The plans also show other pertinent information such as the location of fire hoses, fire extinguishers, pull stations, and areas of rescue.

APPROVAL

The IIT Safety Committee reviewed and recommend the adoption of this Manual on July 18, 2005, and this Fire & Life Safety Manual revision is approved and effective this 10th day of October, 2005. 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 IIT 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.

By: _____ /s/
Allan S. Myerson, Provost and Senior Vice President

By: _____ /s/
John P. Collins, Vice President for Business & Administration