



ILLINOIS INSTITUTE
OF TECHNOLOGY

Transforming Lives. Inventing the Future. www.iit.edu

Crisis Response Plan

Be prepared.

IIT Public Safety—Emergency: **312.808.6363**

IIT Public Safety—Non Emergency: **312.808.6300**

Chicago Police and Fire: **9.911**

Reporting Emergencies

General Preparedness

Severe Weather

Car Accidents

Medical Emergencies

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Bomb Threat Checklist



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Important Numbers

IIT Main Campus Emergency (Public Safety)....	312.808.6363
IIT Main Campus Non Emergency (Public Safety)	312.808.6300
Downtown Campus (Public Safety).....	312.906.5030
Institute of Design (Receptionist).....	312.595.4900
Rice Campus (Public Safety).....	630.682.6054
Moffett Campus (Public Safety).....	708.563.8280
Chicago Police and Fire.....	9.911

REMEMBER!

When reporting an incident

- **Stay on the line with** the dispatcher
- **State the exact location** of the incident
- Give **your telephone number**
- Provide a **thorough description**

STAY CALM.

BE EXACT.

REPORT THINGS THAT ARE UNUSUAL!

Reporting Emergencies

BE PREPARED

This pamphlet summarizes the most important actions YOU can take in the event of an emergency.

- **Read this pamphlet carefully.** Discuss it with your supervisor, friends, and coworkers.
- Keep this pamphlet **accessible**.
- Keep emergency items nearby: **first-aid kit, flashlight, battery-operated portable radio, and extra batteries.**
- Know **two ways to exit** your building.
- Know **safe areas in the building** to which you can retreat.
- Detailed emergency preparedness guidelines can be obtained from the Federal Emergency Management Agency at www.fema.gov/areyouready

REMEMBER! In all emergencies, call Public Safety at 312.808.6363.

The university will provide a spokesperson; do not speak to the media

General Preparedness

BE PREPARED

Check the following for warnings/closures:

AM Radio: 670 (WMAQ), 720 (WGN),
780 (WBBM), 890 (WLS)

Television: Local channels 2, 5, 7, 9

National weather service: www.nws.noaa.gov

Emergency Closing Center: www.emergencyclosings.com

Tornado

- **Take action**—as soon as you become aware of an approaching tornado, seek safe shelter immediately.
- **Go to basement**, washroom without windows, interior hallway, closet, or stairwell. If outside, lie flat in a nearby ditch or depression and cover your head with your hands.
- **Avoid windows**, exterior walls, and areas with large ceiling spans (gyms, auditoriums).
- **Call 312.808.6300** to report any damage.

Snow

- Check for **school closings** at the news sources above, and on your IIT email and voicemail.

REMEMBER! Be aware of safe places in the buildings you regularly occupy.

Severe Weather

REPORT IT

Call Public Safety at 312.808.6363 or use one of the emergency phones on campus. Advise Public Safety if Fire or Emergency Medical Service (EMS) is needed. First call 9 (to get an outside line), then 911, if help is needed URGENTLY.

When reporting an accident

- **Stay on the line** with the dispatcher
- Provide **exact location**
- Give **your phone number**
- Provide **thorough description** so that appropriate resources can be dispatched

REMEMBER!

- **Don't move victims** unless there is a threat of fire, explosion, or other grave danger.
- If you are involved in the accident, **cooperate with Public Safety** officers when they arrive.

Car Accidents

REPORT IT

Call Public Safety at 312.808.6363 or use nearest emergency phone. Call 9-911 first only if there is an URGENT medical need. Public Safety will make sure necessary medical resources are dispatched.

When reporting an emergency

- **Stay on the line** with the dispatcher
- Provide **exact location**
- Give **your phone number**
- Tell dispatcher **exactly what happened**

REMEMBER!

- Apply first-aid or CPR only if you are trained to do so. Enlist someone else to help.
- Know where the **first-aid kit** is in areas you frequently occupy. Consider purchasing a small portable kit for yourself.
- Give a **thorough phone description**. Emergency Medical Service (EMS) personnel want to know as much information as possible while they are en route.
- **Stay with the injured.**
- Assign someone to **guide arriving EMS personnel** to site.

Medical Emergencies

REPORT IT

For loss of electric power, water, gas, or heating/air conditioning, call the Facilities Department at 312.567.3343. After business hours, call Public Safety at 312.808.6300.

For electrical outages

- **Have flashlights available**
- **Turn off all electrical, office, and computer equipment**

For gas leaks

- **Open windows**
- **Leave area** quickly
- **Tell others** to leave

REMEMBER!

- **Sparks** can cause an explosion.
- **Some gases are odorless;** don't rely on smell only.

Utility Failure

REPORT IT

Call Public Safety at 312.808.6363 for major chemical spills or any release of hazardous materials. Minor spills can be cleaned up by knowledgeable students or instructors. If the accident involves **radioactive materials**, call the Radiation Safety Officer at 847.965.1999 and then Public Safety.

When reporting an incident

- **Stay on the line** with the dispatcher
- Provide **exact location**
- Give **your telephone number**
- **Describe the exact condition** of the spill or release

GET EVERYONE AWAY FROM THE AREA

- **Administer first aid for chemical spills.**
- **Treat injured immediately.**
- **Flush eyes/afflicted skin** with water continuously for 15 minutes.
- If substance is inhaled, **get person into fresh air.**

REMEMBER!

- Know how to get a **Material Safety Data Sheet** (MSDS). If you are unsure of where to get or how to use an MSDS, please contact your department head or instructors for more information.
- Know location of **first-aid kit.**

Chemical Spills/Hazardous Materials

REPORT IT

If you smell smoke or see fire, call 9.911 IMMEDIATELY, then pull the nearest fire alarm. After evacuating the area, call Public Safety at 312.808.6363.

When reporting an incident

- **Stay on line** with the dispatcher
- Provide **exact location**
- Give **your phone number**
- **Explain the situation** in detail

REMEMBER!

- **If a fire alarm is activated, evacuate** immediately. Assume all alarms are the real thing.
- **Smoke is the major killer** in fires.
- If the environment is smoky, **“stay low and go.”**
- **Close all doors** behind you.

**REPORT ALL FIRES, EVEN THOSE
YOU ARE ABLE TO PUT OUT.**

Fire/Explosion

BE PREPARED

Sometimes in the case of tornadoes, fires, explosions, and possible violent situations, the best course of action is to seek safe shelter.

In most cases, one should try to escape a dangerous area. But sometimes circumstances make this impossible, or the outside environment is dangerous.

Be alert

- For **computer screen** warnings
- For **e-mail messages**
- For **telephone emergency directives**

Take stock

- **Identify safe places** near your area
- Know the location of **fire extinguishers, first-aid kits, flashlights, and portable radios**

REVIEW WHAT TO DO IN ALL EMERGENCIES

Sheltered Places

BE PREPARED

Listen for radio and TV announcements about the cancellation of classes. If a building is to be evacuated, there will be telephone, e-mail, or other broadcast messages.

USE COMMON SENSE TO REACT TO IMMEDIATE EMERGENCIES

Evacuation

- **Assist those with disabilities**
- **Avoid smoky stairwells**
- **Don't use elevators** in a fire
- Inform Public Safety at 312.808.6300 **after an impaired person is evacuated**

REMEMBER!

- If appropriate, identify yourself to the **Coordinator of Disability Services** at 312.567.5744. Each semester, the Coordinator informs Public Safety of all those who need special assistance.
- If you have **mobility problems**, discuss your special needs with your professors, supervisor, co-workers, and nearby students.

Evacuation Procedures

REPORT IT

Call Public Safety at 312.808.6363 at the first sign of potential violence. Let Public Safety officers deal with the situation.

**YOUR SAFETY COMES FIRST.
REPORT THE VIOLENCE PROMPTLY.
DO NOT ATTEMPT TO BE A HERO.**

VIOLENCE comes in many forms: gunfire, fighting, mugging, domestic arguments, etc. The following applies to all cases.

When reporting a violent or potentially violent situation

- **Stay on the line** with the dispatcher
- Provide the **exact location**
- Give **your phone number**
- Provide a **thorough description of the situation**
- Be prepared to **describe the perpetrator**: clothes, hair color, race, ethnicity, etc.

**IF THE SITUATION INVOLVES
GUNFIRE, TAKE COVER.
WARN OTHERS OF THE DANGER.**

Possible Violence

REPORT IT

Call Public Safety at 312.808.6363. Public Safety officers will contact the appropriate police response team.

When reporting a hostage situation

- **Stay on the line** with the dispatcher
- **Provide exact location**
- Give **your phone number**
- Provide a **detailed description** of the event:
 - What happened?
 - Who was taken hostage?
 - Who is the hostage taker (student? employee? stranger?)
- Describe the hostage taker
- Relate any demands the hostage taker has made

RESPOND TO DIRECTIONS from Public Safety and police authorities. They will control the scene.

CAUTION! The university will provide a spokesperson to deal with the media. DO NOT take it upon yourself to provide the press with information, which can be misleading and even dangerous.

REPORT IT

Call Public Safety at 312.808.6363 if you see any letter or package that looks suspicious or receive a bomb threat.

Suspicious Package

- **Do not touch**, move, or disturb it
- **Keep people away** until help arrives

Phone Threat

- **Take action**—keep caller on the line as long as possible. Have someone else alert Public Safety at 312.808.6363.
- **Take notes** that might help identify the location of bomb, identity of caller, and place from which call was made (see next page).
- **Get all the information** you can.
- **Ask where** the bomb is located.
- **Ask when** the bomb is supposed to explode.
- **Listen carefully** to any identifying characteristics in the caller's voice, age, gender, race, etc.
- **Use the following page** to guide you to take accurate notes.

Take your notes with you if you evacuate.

ACTION

Use this checklist to take accurate notes if you receive a bomb threat by phone. Be calm and courteous. Listen and do not interrupt.

Immediate questions

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does it look like?
- Is it hidden in a bag?
- Why was it placed?
- Where is the call from?

Describe the caller's voice

- Male? Female?
- Angry? Excited?
- Adult? Juvenile?
- Incoherent? Deliberate?
- Accent? Speech impediment?

Familiarity

- Does the caller exhibit knowledge of the campus?

Background noise

- Are there any distinguishing noises in the background?
- Office noise?
- Street noise?

REMEMBER! Keep this booklet in a readily-available place. Call Public Safety at 312.808.6363 as soon as the call is finished.