

Illinois Institute of Technology

# CAMPUS EMERGENCY GUIDE

WHAT TO DO.  
NUMBERS TO CALL.  
THINGS TO REMEMBER.

## IIT Public Safety PHONE NUMBERS

### MAIN CAMPUS:

312.808.6363 (or 911)

### DOWNTOWN CAMPUS:

312.906.5030 \*

(or 911 for local police, who will  
inform IIT Public Safety)

### RICE CAMPUS:

630.682.6054 (or 911) \*

### MOFFETT CAMPUS:

708.563.8195 (or 911) \*

### INSTITUTE OF DESIGN:

312.595.4900

(receptionist, or 911) \*

**\* After business hours,  
call 911 or Main Campus  
Public Safety.**

## What Is an Emergency?

- If you feel like you or someone around you could be in danger.
- If there has been an accident and someone is hurt.
- If you witness something that makes you worried about your safety.

## REMEMBER, IN AN EMERGENCY

1. **Stay calm.**
2. **If you can, move to a safe place.**
3. **Call IIT Public Safety. Let them handle the situation.**
  - a) Main Campus: 312.808.6363 (or 911)
  - b) Downtown Campus: 312.906.5030 (or 911 for local police, who will inform IIT Public Safety)
  - c) Rice Campus: 630.682.6054 (or 911)
  - d) Moffett Campus: 708.563.8195 (or 911)
  - e) Institute of Design: 312.595.4900 (receptionist, or 911)
4. **Give as much detailed information as you can to describe where you are and what's happening.**
5. **Warn others around you of the situation.**
6. **In the case of a campus-wide emergency, information will be communicated through the IIT Alert system and on the home page of the IIT website.**

## When an Emergency Situation is Reported to IIT Public Safety:

1. IIT's vice president of Facilities and Public Safety will notify the president and the provost.
2. IIT's vice president of Marketing and Communications will send one of two types of messages to the IIT community:
  - a. If the emergency does not present a continuing, widespread danger to the IIT community, a text message will be sent to specific staff and faculty. These individuals include members of the President's Council; vice provosts and deans; and others as designated by the deans, vice provosts, and members of the President's Council. The text message will be informational in nature about the incident.
  - b. If the incident presents a continuing, and possibly widespread, danger to members of the IIT community, the following procedure will be initiated:
    - i. A campus-wide IIT Alert will be issued to all IIT students, faculty, and staff.
    - ii. Updates to the IIT community will take place via messages posted on 1) Twitter 2) IIT's Facebook pages and 3) the IIT Google+ Communicators Group.
    - iii. Messages will be posted on the IIT home page, [www.iit.edu](http://www.iit.edu).
  - c. In either type of incident, IIT Public Safety will post updates on the IIT Public Safety Facebook page and will continue to post incident reports on the IIT Public Safety Blog on the day following the occurrence.
  - d. When public safety incidents are resolved, Marketing and Communications will summarize the events for the campus community and distribute the summaries via mass email and/or *IIT Today*.
  - e. The vice president of Marketing and Communications is the official spokesperson for the university in emergency situations. If you are asked to comment on a situation, please refer all media questions to the vice president of Marketing and Communications.

## Be Prepared:

1. IIT Public Safety can help you identify "safe places" in your building where you can go in an emergency.
2. Also know how to exit your building in the case of an emergency.
3. Assist people with disabilities.
4. Take your cell phone with you.
5. Program the IIT Public Safety phone number into your cell phone.
6. Remember to stay calm.

## WEATHER EMERGENCIES

---

1. Tornado: At the first warning that a tornado is approaching, immediately seek safe shelter in your building (the basement or interior rooms/stairwells without windows). If you are outside, lie flat in a nearby depression/ditch and cover your head with your hands.
2. Snow: If the decision is made to cancel classes and/or close the university, information will be sent to faculty, staff, and students via email and will be posted on the IIT website.

## ACCIDENTS/MEDICAL EMERGENCIES

---

1. When you report an accident, indicate if emergency medical personnel need to be called. When in doubt, ask that they be notified.
2. Don't move people who are injured unless there is a threat of fire, explosion, or something else that could put them in danger.
3. Administer first-aid/CPR only if you are trained in the proper procedure.
4. Stay calm.
5. Stay safe but don't leave the scene.

## SEXUAL ASSAULT/ VIOLENCE

---

Sexual assault/violence is an extreme form of sexual harassment that involves unwelcome conduct or behavior that is physical or verbally threatening in nature. If you feel you are in physical danger, or you have been sexually assaulted, please call 911 immediately or contact IIT Public Safety.

## MENTAL HEALTH EMERGENCIES

---

If you or someone you know in the IIT community has a mental health issue that might result in harm to yourself or others, please contact IIT Public Safety immediately. They will put you in touch with individuals and departments that can offer appropriate services and assistance.

## MAJOR CHEMICAL SPILLS/RELEASE OF HAZARDOUS MATERIALS

---

1. Describe the spill or release to responders. Specify whether it is radioactive.
2. Get everyone away from the area and into fresh air immediately.
3. Flush eyes/affected skin with water.
4. Administer first-aid/CPR only if you are trained in the proper procedure.
5. Minor spills can be handled by personnel identified/trained by colleges/departments.

## FIRE

---

1. If you smell smoke or see fire, CALL 911 IMMEDIATELY.
2. Then pull the nearest fire alarm.
3. Evacuate the area IMMEDIATELY.
4. Smoke can kill. When evacuating, stay low to the ground. Close doors behind you.
5. Don't use elevators.

## UTILITY OUTAGES

---

1. **Electrical:** Shut down computer equipment to prevent damage should a surge occur when power is restored.
2. **Gas Leaks:** Open windows and leave the area quickly. There may be a danger of explosion.

## SUSPICIOUS PACKAGE/PEOPLE

---

1. **Package:** Don't touch or move it. Stay away from it until help arrives and keep others away from it.
2. **People:** Do not confront someone behaving suspiciously—and remember that all behavior is not suspicious. If you feel you or someone else may be in danger from this individual, call for help.

## PHONE THREATS (BOMB, POTENTIAL VIOLENCE)

---

1. Keep the caller on the line as long as possible.
2. Have someone else call IIT Public Safety.
3. If you cannot enlist help, then listen carefully:
  - a. Take notes that may help first responders.
  - b. If possible, ask questions that can help identify what may happen, where it will happen, and when it will take place.
  - c. Listen for any identifying sounds/word patterns that can help identify the caller and/or his/her location.

## GUN VIOLENCE (SHOOTING, THREAT OF GUN VIOLENCE)

---

1. Go immediately to a safe place away from where the shooting or violence is taking place; if you are in a safe place, don't leave.
2. If you are in the place where the shooting is occurring, barricade yourself in an office/room and use your phone to call 911 or IIT Public Safety for help.
3. Confront the offender only if you have no other choice.