

EMERGENCY EVACUATION INFORMATION AND PROCEDURES



GORDON CENTER FOR
INTEGRATIVE SCIENCE
UNIVERSITY OF CHICAGO
929 EAST 57TH STREET
CHICAGO, IL 60637

Emergency Phone Numbers

Fire, Medical, & Police Emergencies	123 or (773) 702-8181
Fire Safety Director East - Jim Passolano	
Desk Phone	702-7824
Cell Phone.....	612-3989
Fire Safety Director East - John Phillips	
Desk Phone	702-9744
Cell Phone.....	612-4930
Fire Safety Director West - Gerry Curtis	
Desk Phone	702-4923
Pager	652-0838
Facilities Services	834-1414
University Environmental Health and Safety Office.....	702-9999

Introduction

University of Chicago Gordon Center for Integrative Science (GCIS) is primarily a laboratory building. This packet provides the location of specific equipment such as emergency intercoms, evacuation routes and emergency exits. It also contains specific instructions on what to do in case of an emergency and evacuation of the building.

The building consists of seven levels, five above grade and two below. There is also an abbreviated mezzanine level below grade, between the basement and ground floors, which is only accessed from the East wing stairway E or westernmost passenger elevator on the east side. The mezzanine is a tunnel that connects south to Cummings Life Sciences Center and Crerar Library.

The sub-basement and basement levels are below grade and contain laboratories, mechanical rooms, and storage space. They have the same floor plan. The 1st through 5th floors contain laboratories, offices, and meeting rooms. Floors 1-5 have the same floor plan. The mezzanine level is a single corridor going south away from the building.

The Fire Command Center is located in the main lobby of the northwest entrance of the building on the 1st floor, near the annunciator control panel. The control panel is located on the west wall of the 1st floor lobby entrance at the northwest building entrance on 57th Street, close to the intersection of 57th Street and Drexel Avenue. The building's Fire Command Center will be manned by the Chicago Fire Department upon their arrival in case of a fire alarm or other emergency situation. It will also be manned by the Fire Safety Director for operations management in an emergency situation.

The Gordon Center for Integrative Sciences is a Class E (business) Category 4 high-rise building. Category 4 high-rises are defined as greater than 80 feet up to and including 275 feet.

Anyone with knowledge of an emergency shall immediately inform the University Police by calling 123 from any University phone. If calling from a non-University phone, dial (773) 702-8181.

In case of an evacuation requiring occupants to remain out of the building for an extended period of time, or during inclement weather, occupants will be directed to relocate temporarily to Crerar Library to the south (5730 S. Ellis Avenue) where further direction or assistance will be provided.

The Fire Safety Director has specific duties, for which (s)he has been trained. These duties include coordination of the building response to a fire and associated evacuation.

Emergency Evacuation Procedures

In the event of a fire, activation of a fire alarm or smoke detector will alert University Police and the Chicago Fire Department. **An audible alarm will not be heard unless emergency responders determine an evacuation is necessary.** In that event, strobe lights will flash, a general alarm will be heard and occupants will receive instructions from emergency responders over the voice communication system. During an evacuation of each floor, **elevators should not be used.** Enclosed stairs should be used when leaving the floor. Stairs shall be taken to the 1st floor (unless otherwise directed by the Fire Department). Once on the 1st floor, exit the stairwell and then exit the building as directed.

Before evacuating your area, use the back of your hand to check that any closed door is not hot before opening. If the door is hot, do not open it. If the door is hot and you cannot leave the area, notify University Police by calling 123 from any University phone or (773) 702-8181 from any non-campus phone, such as a cell phone. You can also attract attention by moving to a nearby window and waving something bright.

Evacuation routes are shown on the plans of each floor and are located in the elevator lobbies of each floor. An enclosed stairwell is adjacent to each elevator lobby. Use the closest enclosed stairwell in a fire or other emergency evacuation event.

Evacuation routes on the 1st floor are shown from the elevator lobbies to building exits.

Designated Areas of Rescue Assistance are located inside each stairwell on every floor. These areas are designated as a place of refuge for those individuals needing assistance during an evacuation. If forced to stay in place during an emergency, the person with a disability should attempt to contact University Police at 123 or (773) 702-8181 to notify them of his or her location, in addition to asking others to notify University Police.

Persons with disabilities will have a pre-determined Rescue Assistant to aid in evacuation procedures. During an evacuation, the Rescue Assistant will make sure the person with disabilities is evacuated from the building. If the person with disability cannot get far enough away from the danger by using horizontal evacuation, then that person should seek an Area of Rescue Assistance. Once the person with disabilities arrives at the Area of Rescue Assistance, his or her Rescue Assistant will make sure he or she is comfortable, then exit the building. As the Rescue Assistant exits the building he or she shall inform emergency response personnel that there is someone in the building that needs assistance exiting and describe his or her location. The Chicago Fire Department shall be responsible for evacuating all persons with disabilities from the building, unless prior special arrangements have been made with the individual.

Refer to Section 1.6 of the University's Safety Manual for further detailed information on evacuation procedures for persons with disabilities.

Horizontal Evacuation: Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on ground level).

Vertical Evacuation: Stairways can be used by those who are able to evacuate with or without assistance. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices such as walking aids will need to use their own discretion, especially when several flights of stairs are concerned. If using a stairwell, attempt to position yourself so that you will not block pedestrians' paths who may be accessing the exit stairwell.

The University's fire response plan for any building is summarized by the acronym RACER.

Rescue

1. Rescue people from the immediate area of smoke and/or fire.
2. Make people aware that there is a fire alarm activation or actual fire within the building.

Alarm

1. Activate the nearest fire alarm.
2. Contact the University of Chicago Police at extension 123 or 702-8181 to report the fire within University Buildings.
3. Contact Security at 702-6262 to report a fire within the Medical Center.
4. Provide the police with your name, location of emergency, telephone number from which you are calling from and the type of emergency (e.g., fire, medical, hazardous chemical spill) you are reporting.
5. If your building is not equipped with a fire alarm, contact the University Police as described above.

Contain

1. Secure all experiments.
2. Turn off all sources of ignition (e.g., stoves, hot plates, bunsen burners).
3. Close all doors to rooms and corridors.

Extinguish

Extinguish the fire using the appropriate fire extinguisher for the type of fire being fought. Check the label on the extinguisher for identification of the classification for which that extinguisher is approved.

Note: If you are not comfortable with the process of extinguishing a fire, leave the area immediately and close all doors.

When operating the fire extinguisher, follow the acronym **PASS**.

1. **P**ull the pin.
2. **A**im the extinguisher nozzle (horn or hose) at the base of the fire.
3. **S**queeze or press the handle to release the extinguishing agent.
4. **S**weep the extinguisher from side to side at the base of the fire.

Relocate

1. Relocate to a safe area outside and away from the building in University buildings.
2. Relocate patients/visitors in accordance with your department's relocation plan in the Medical Center.
3. Do **NOT** use elevators within the building as a means of egress during a fire alarm activation or actual fire.
4. Once outside, someone in a supervisory capacity needs to take roll call to ensure that all staff and students are out of the building.
5. If staff or students are unaccounted for, immediately notify a representative from the Chicago Fire Department, University Police Department, Chicago Police Department or Environmental Health and Safety that someone may still be in the building.
6. Do not re-enter the building until instructed to do so by a representative from one of the aforementioned agencies.