

**RUSH UNIVERSITY MEDICAL CENTER
SECURITY SERVICES
ANNUAL SECURITY REPORT
2012**

INTRODUCTION

In November 1990 the Campus Security Act was signed into law. The Act requires that most institutions of higher learning inform their students and staff of crime patterns, annual crime statistics and campus security policies. The Act further requires that an institution's disclosure must be done in a proactive manner, ensuring that all students, prospective students and employees will have access to this information.

At Rush University Medical Center we have always been security conscious. Over the years we have made security and crime prevention a regular feature of our various orientation groups and we frequently offer in-service presentations and consultations to a large number of individuals and groups throughout the Medical Center community. Owing to our status as a large, semi-public institution, most of the members of our community have a keen interest in security and related topics. It is our belief that this report will make all of us more aware of the need to exercise sound, basic security practices as we engage in our activities here at the institution.

Throughout the years our philosophy has been that we are maintaining a safe, secure campus given the limitations that an open healthcare facility requires. We acknowledge that the campus is not immune from crime and over the years we have experienced a varying level of property crime. However, our position remains that judged by contemporary urban crime standards, the Medical Center campus remains one of the safest areas within the city. We believe that those who take the time to read the 2010 Rush University Medical Center Annual Security Report will agree with this contention.

SECURITY DEPARTMENT DESCRIPTION

The Rush University Medical Center Security Services Department is a proprietary security organization responsible for the protection of the Medical Center campus. The department provides basic physical security of the campus through a combination of stationary posts and patrol units which include vehicle patrols. The protection is continuous, which means that basic services are staffed twenty-four hours a day, 365 days a year.

AREA PROTECTED

All Medical Center buildings that are located on the Rush University Medical Center campus are patrolled and protected by the Security Department, as are the contiguous Medical Center streets. The patrol boundaries, which have been filed with the Chicago Police Department, are as follows:

<u>EAST CAMPUS</u>		<u>WEST CAMPUS</u>	
Adams St.	North ¹	Congress Pkwy.	North
Ashland Ave.	East ²	Hoyne Ave.	East
Polk St.	South	Harrison St.	South
Wood St.	West	Leavitt St.	West

Security coverage is also provided at the Center Court Garden Apartment complex which has the following boundaries:

Congress Pkwy.	North
Loomis St.	East
Harrison St.	South
Ashland Ave.	West

PERSONNEL

The Security Services Department is currently staffed with 58 security officers and 4 supervisors. In addition, a driver, a technical security coordinator, two assistant directors, and the department director provide administrative support for the department.

At the heart of security operations are the uniformed security officers who are organized into three permanently assigned shifts (days, evenings and night). Each of these shifts is led by supervisors who are also permanently assigned to a specific shift.

All duty security officers are assigned department radios and are therefore in constant contact with Central Security Communications (CSC). Each call for service is assigned, by radio, to either a security officer or several security officers depending upon the seriousness of the call. Security officers are dispersed throughout the Medical Center campus and can respond to any campus location within minutes of receiving a call.

TRAINING

All new security officers must receive a minimum of 80 hours of training with a senior officer or supervisor. Prior to being commissioned and receiving a department issued firearm, a security officer must also successfully complete 42 hours of classroom training. The department's formal training plan has been registered and accepted by the State of Illinois Department of Professional Regulation.

Currently all department officers have either attended, or will attend, the International Association for Healthcare Security and Safety's basic security officer training course. This is a 40 hour course of training specifically designed for healthcare security workers.

Security officers also receive extensive refresher training and in-service training on a continuous basis. Likewise, all armed officers must qualify with their department firearm semi-annually.

AUTHORITY

Security officers who successfully complete training and probation must qualify for commissioning as a special police officer under the Chicago Police Department's special police program. Officers who are commissioned as special police, "shall possess all powers of the regular police patrol at the place for which they are respectively appointed or in the line of duty for which they are engaged", (MCC 4-340-10). Security officers must be recommissioned as a special police officer annually. Those officers who are not commissioned as special police must qualify for the Illinois State Armed Guard Certificate

POLICY ON ARREST POWERS

Rush University Medical Center security officers have full detention powers while they are working at the Medical Center. In the case of a crime against persons it is the victim's decision as to whether or not he/she wishes to have the offender arrested. Crimes that are directed against the Medical Center such as trespassing, theft of Medical Center property, disorderly conduct, etc., may result in the arrest of the offender by security officers. When this occurs, the security officer will sign the complaint on behalf of the Medical Center against the offender. When deciding whether or not to arrest an offender the Security Department will consider all factors to include mitigating circumstances and the impact that the criminal behavior has had upon the Medical Center.

Offenders who have been arrested by the Security Department are turned over to the Chicago Police Department at the earliest opportunity. The Chicago Police will process the offender's arrest and if warranted, place the offender into detention.

USE OF FORCE

It is department policy that in situations that require arrest or physical ejection from the Medical Center that minimal force be used. The use of punitive or excessive force is prohibited and may result in an officer's suspension, termination or criminal prosecution depending upon the circumstances.

An armed security officer may resort to deadly force only when he reasonably believes that such force is necessary to prevent death or great bodily harm to himself or another. However, regardless of circumstances, a security officer may not even use justifiable deadly force if its use would imperil innocent people who are present in the area.

¹ That portion of Adams St. that borders the Ogden Avenue, Jackson Blvd. parking lots.

² Ashland Ave. south of Harrison St.

CRIMES OCCURRING OUTSIDE PATROL AREA

Non-violent crimes that occur immediately outside the department patrol boundaries are referred to the Chicago Police Department. Rush security officers who view crimes against persons, distressed persons, etc., will provide basic aid or assistance. However, the incident will be referred to the appropriate public service department at the earliest opportunity.

CONTACTING RUSH SECURITY

All persons who are within the Medical Center campus and are in need of security services, emergency or routine, should call 2-5678 if inside the Medical Center or 942-5678 if off campus. Persons calling this number will be connected to the department dispatcher who will be able to assist the caller. It is important, particularly during a serious emergency, that persons calling dispatch try to speak clearly and give the dispatcher the following information:

1. Nature of problem.
2. Location of the problem.
3. Other information such as descriptions that will be helpful to the responding security officers.

During times when a known security emergency exists we ask that people refrain from calling the security dispatcher for information about the incident or calls for routine service until after the emergency has been concluded.

Occasionally a person may have a very sensitive security problem which requires confidential handling of an incident. When this occurs a person may file a report by either speaking to a security supervisor or by contacting the Security office, Monday through Friday, 8 A.M. until 5 P.M.

REPORTING CRIME

People who have been victims of a crime, or people who know of others who have been victimized, are encouraged to contact Rush Security as soon as possible. When contacting security dispatch it is important that persons should immediately let it be known if the crime is still in progress or has been discovered after the fact.

After receiving the basic information, the security dispatcher will assign a security officer who will take the information from the victim and then write a security incident report. At the end of the security officer's interview with the victim, the victim will be asked whether or not they wish to file a Chicago Police Department report. Victims of violent crimes will be asked immediately if they wish to have the Chicago Police called.

REPORTING OF CRIME TO UNIVERSITY ADMINISTRATION

In some instances crime victims may wish to report a criminal incident to the university officials instead of the Rush Security Department. While this reporting may be used as a confidential way to disclose a criminal incident, the university official may have to report the crime if there is a belief that failure to report would lead to further criminal incidents and victimization. The appropriate university officials include, but are not limited to, all college deans, the director of student affairs and designated student counselors.

SEX OFFENSES

The University understands that students have the right to determine their own personal associations and the accompanying level of intimacy. This fact notwithstanding, it is also the University's desire that private friendships and intimacy be completely voluntary and free from physical or mental coercion. To accomplish these ends, the University states the following policies regarding sex offenses that have been directed against students, staff and employees:

1. The offenses of criminal sexual assault, aggravated criminal sexual assault, criminal sexual abuse and aggravated sexual abuse constitute both voluntary and involuntary sex offenses under Illinois law.
2. Any individual who becomes a sex offense victim is encouraged to immediately contact Rush Security or the Chicago Police Department.
3. Victims of sex offenses are asked not to wash, change clothes or otherwise clean themselves until they can be examined by medical workers. It is important that this procedure be followed so that physical evidence can be preserved.
4. Victims of sex offenses may also report the occurrence of these crimes to the University administration. The reporting of sex offenses to the University does not prevent the victim from reporting the sex offense to law enforcement authorities. Moreover, if the victim requests assistance from University officials in the reporting of the offense to law enforcement agencies, reasonable aid will be rendered.
5. Accusations of sex offenses that have been reported to University authorities may result in academic disciplinary action being taken against the offender. Sanctions that may be imposed by the University include expulsion, suspension, criminal prosecution or placing the offender on probation.
6. During university disciplinary hearings both the accuser and the accused are entitled to the same opportunities to have others present during the proceeding; and
7. The accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.
8. Victims of sex offenses may seek counseling from the Student Counseling Center. Services that are offered, or can be arranged, are victim advocacy, psychological or psychiatric counseling and medical referrals.
9. The University may change the victim's living or academic situation depending upon the nature and seriousness of the sex offense. Such decisions will be based upon the circumstances of the incident, the needs of the victim and the availability of resources to accomplish the requested change.

In an effort to inform and educate the University community, programs will be offered that address the issues of rape awareness, acquaintance rape, sexual harassment and other related issues. These programs will be oriented towards preventing sex offenses through awareness and education and will be coordinated through the University's Office of Student Affairs. A listing of sex offenders for the Medical Center area (beats 1211 and 1224) from the Chicago Police Department is at <http://12.17.79.4/default.htm>.

DIRECT REPORT TO THE CHICAGO POLICE

Members of the Medical Center community are free to report any crime directly to the Chicago Police without notifying the Security Department. However, we ask that people not engage in this practice for the following reasons:

1. The Security Services Department has a good working relationship with the Chicago Police and often there is a voluntary coordination of resources.
2. Information that escapes the Security Department may be important in the solution of crimes that follow a pattern within

the Medical Center.

3. Rush University Medical Center Security is now required to maintain and report the Medical Center's crime statistics to the University/Medical Center Community.

4. When a report of crime has been made to Security, the victim still has the option of reporting the crime to the Chicago Police Department.

CRIMINAL ACTIVITY LOG

A log of all reported criminal activity that has taken place within the medical center is kept at Security's Communication Center. The log is available for reviewing by anyone who wishes to know about criminal occurrences or a specific reported crime. The Security Communication Center is located on the lower level of 1620 W. Harrison Street.

MEDICAL CENTER SECURITY GROUP ENFORCEMENT

Rush University Medical Center Security Services Department is a member of the Illinois Medical District's Security Enforcement Group. This group consists of several police/security departments which represent all the major public and private institutions within the Illinois Medical Center area. Members of the group meet monthly to discuss crime trends, emergency preparedness and other issues of shared interest. Members of the group also attempt to coordinate their department's activities whenever it would be deemed beneficial for the Illinois Medical Center. During times of emergency, member departments are able to communicate with one another by using the group's dedicated radio frequency.

CRIME PREVENTION

The uniformed security officer represents the most visible effort to prevent criminal incidents within the Medical Center campus. The security officers are dispersed throughout the Medical Center in a combination of stationary posts and patrols. After normal business hours (daily after 5 P.M.) a special effort is made by patrol officers to check and secure those areas which have either been vacated or have only a few workers left in the area. During these patrols open and unattended areas are checked, noted and people who are discovered in the area are challenged for identification.

During the hours of open access (daily from 6 A.M. until 9 P.M.) most of the doors to Medical Center buildings are open. This allows free access for employees and the public. Security regularly observes, at any given time, several of the main entrances. Other access points are monitored by receptionists and doormen who will notify security if suspicious persons or activities are observed.

At 9 P.M. daily, the Medical Center's limited access plan is placed into operation. Until 6 A.M. the following morning, the only hospital entrances that are open are the emergency room and the 4th floor Academic Facility parking garage entrance.

During the hours when the limited access plan is in effect, all people entering the Medical Center buildings are screened by security officers that are stationed by the open entrances. All students and employees are required to present their identification cards to security officers prior to being allowed entry into the buildings. Similarly, visitors are first checked for visiting authorization from the patient care units and are then signed in and given passes with the specific location that they are allowed to visit.

Students and employees can assist Security by wearing their identification badges while on campus and by reporting suspicious persons or activities immediately to Security dispatch, extension 25678.

OUTSIDE POSTS

Security officers are assigned to outside periodic patrols within the Medical Center areas during peak periods of pedestrian traffic. The purpose of these outside posts is to provide visible security presence and to be available for any pedestrian who may be experiencing a security related problem.

PHYSICAL SECURITY

A number of physical security measures are employed throughout the campus. Probably the most common physical security devices used are locks and keys. Most offices, storage areas and doorways are outfitted with locks, which when used, will adequately secure an area and therefore prevent most crime. The primary security responsibility of an office, suite or apartment lies with the occupant. Areas that are not open for business should be secured by the occupant. Keys that are lost or stolen should be reported to the appropriate manager or supervisor so that locks can be changed and new keys issued.

The Security Department also employs several types of mechanical security devices throughout the Medical Center. Most perimeter doors and all fire exit doors are supervised by an intrusion alarm monitor. Similarly several other locations are also monitored or controlled by the alarm system.

Several sensitive areas have been equipped with duress, or panic alarms. These alarms are located at cash collection points or areas that are staffed around the clock. Finally, there are outside Emergency Call Boxes along Paulina Street and in the garages. Many of these have the Blue Light to identify them as security devices.

With the exception of a few scattered local door alarms (a local alarm is one which sounds at the alarm's location but is not monitored at the Security radio room), all door alarms and duress alarms are wired into the Security radio room's alarm computer. Alarms that are generated are immediately checked by patrolling security officers and the alarm's status is reported. The alarm point is then acknowledged and reset by the Security dispatcher.

All activated alarms are recorded by the alarm system computer and a printout of alarms is continuously being produced. The Security Department routinely audits the alarm points to ensure system reliability.

Students and employees are asked not to test alarm points or use exits that are marked as being alarmed. If a person feels that it is necessary to test an alarm point or if they must enter an alarmed area, they should first contact Security dispatch prior to activating the alarm by calling extension 25678.

Several main corridors and entrances are monitored by closed circuit televisions (CCTV) cameras. The cameras in turn are wired to monitors that are either located inside the Security radio room or at stationary security posts. The Security Department also uses several surveillance CCTV cameras that are secreted and used for specific investigations.

IDENTIFICATION CARDS

It is the policy of Rush University Medical Center that all students, employees and staff entering patient care units, ancillary and support areas wear their issued photo identification badge. All visitors entering patient care units must have in their possession a dated visitor's pass with the visitor's destination written on the pass.

As of January 1, 1998, Illinois state law requires that workers engaged in clinical occupations must wear an identification badge with their name and clinical license inscribed upon the badge when performing patient care.

The Security Services department asks that all students, employees, visitors and staff conform to the Medical center's policies and State law.

PACKAGE AND MATERIAL PASSES

All individuals that are removing packages, equipment and material must present a pass, authorizing the removal of these items from the Medical Center. Each pass must be written on Medical Center stationery and signed by the employee's immediate supervisor. In the case of Rush University students, property passes must be signed by the student's appropriate dean. Each pass must describe the property taken and the reason why the property must be removed. All property passes are retained by the Rush University Medical Center Security Services Department.

INVESTIGATIONS

The Security Department assigns incidents for follow up and development of crime patterns in the Medical Center.

SECURITY ALERTS

A memorandum will be distributed to members of the Medical Center community whenever there has been an occurrence of serious crimes, a pattern of crimes or when a crime has been committed by an offender who is still at large. Information that will be included in the alert will be the nature of the criminal activity, location of occurrence, offender description, and instructions for notifying Security.

The purpose of the Security Alert is to inform the Medical Center community that there is reason to believe that certain criminal activity may recur. Information is given out so people will be able to avoid victimization and to appeal for information which may allow Security to solve or prevent crime.

MISSING PERSONS

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Rush Security at (312) 942-5678. Rush Security will initiate an investigation. After investigating the report and it has been determined the person has been missing for more than 24 hours, Rush Security will notify the CPD and the student's emergency contact.

CRIME PREVENTION SERVICES

The Security Department regularly gives presentations to the Medical Center community on crime prevention and defensive measures which can be taken to prevent victimization. Included within these presentations are instructions on how to report criminal activity to Security or the police. Presentations are regularly given at student and employee orientations and may be scheduled by interested Medical Center groups.

Medical Center offices, departments and tenants can request a physical security survey of their premises. The purpose of the survey is to point out vulnerability and to offer suggestions to correct the problems that have been identified.

An escort service is offered to all students, employees and visitors after hours of darkness to the Medical Center. Vehicle escorts may be requested from any location on campus and operate within the following boundaries:

Jackson Blvd.	North Boundary
Halsted St.	East Boundary
Roosevelt Rd.	South Boundary
Western Ave.	West Boundary

Individuals requesting information on the escort service times for the campus should contact the Security dispatcher at extension 25678. Walking escorts may also be requested anywhere on the campus. Escorts are provided upon request and will ensure that the requesters are seen safely to their vehicle or destination. Pedestrian escorts are available upon demand and they may be requested anytime day or night.

POLICY ON LIQUOR LAW VIOLATIONS

The Security Department recognizes the many hazards which result from alcohol abuse. However, while recognizing the many complicated social factors which cause and accompany this abuse, the department's interest in the problem is based upon law and its enforcement.

The Rush Security Services Department will enforce all federal, state and local laws that pertain to the sale, consumption and use of alcoholic beverages. Violations of state and local liquor laws which occur on campus may result in disciplinary action being taken against students by Rush University, or if an employee, Rush University Medical Center.

ENFORCEMENT OF NARCOTIC DRUG LAWS

The Rush Security Services Department enforces all appropriate federal, state and local laws that pertain to narcotic and drugs with abuse potential.

STATEMENT REGARDING DRUG AND ALCOHOL ARRESTS

During the past four years (calendar years 2004-2007) no Rush University Student or staff member has been arrested or disciplined for narcotic drug or alcohol offenses.

REPORTING OF CRIME STATISTICS

The Campus Security Act of 1990 requires that Rush University Medical Center report crime statistics for the preceding calendar year (2007). The statistics for this past year are shown at the end of this report.

The Act requires that the report of institutional crime statistics be presented using the Uniformed Crime Report (UCR), Part I offenses. Part I offenses have been selected by the U. S. Department of Justice to indicate local, regional and national crime trends. Often called crime index offenses, the eight Part I crimes are as follows:

1. MURDER AND NON-NEGLIGENT MANSLAUGHTER: The willful (non-negligent) killing of one human being by another.
2. SEX OFFENSES: The State of Illinois criminal offenses of criminal sexual assaults, aggravated criminal sexual assault, criminal sexual abuse and aggravated criminal sexual abuse will be reported for the purpose of maintaining statistics for sex offenses.
3. AGGRAVATED ASSAULT³: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
4. BURGLARY: The unlawful entry of a structure to commit a felony or theft.
5. MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle.
6. ARSON⁴: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or the personal property of another.
7. ROBBERY: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.

With the exception of Part I offenses of theft, most crime that occurs within the Medical Center campus are Part II offenses. Part II crimes are listed within the UCR as "other offenses" and includes any criminal conduct that is not covered by Part I offenses.

Finally, although not required, a listing of the number of arrests that have been made by Rush University Medical Center Security for the past four years is also shown. The arrest totals include those arrests which have been made both on and off campus and represent the number of people arrested and not the number of incidents that resulted in an arrest.

Armour Academic Center
600 South Paulina

Emergency Procedures

And

Pre-Emergency Planning

Building Information Package

OEMC Building #040048

GPS Point: Lat. 41°-52'-28.3" N – Long. 87°-40'-10.9" W

Prepared for



June 16, 2011

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Policy

This manual has been developed as a guide for actions that should be taken in the event of an emergency in accordance with the City of Chicago Evacuation Ordinance effective November 28, 2001 and the *Rules and Regulations*. It is understood that each emergency is unique and common sense should prevail in any emergency procedure.

Therefore, if existing emergency conditions do not lend themselves to following the procedures exactly as stated in this manual, do your best to protect yourself and others in the building.

For the sake of expediency and not discrimination, the word “his” implies his and/or her. The same holds true for the word “he”, implying him and/or her.

Unless otherwise stated, the word “building” refers to the property located at 600 South Paulina Street - Chicago, Illinois.

Informational Packages

This document, the Armour Academic Facility – Highrise Plan is available for use by Building Security, Fire Department, 911, and other emergency response teams. This document outlines the building emergency policies and procedures, life safety, and fire protection systems. The intent of this Plan is to provide an understanding of the purpose and use of the fire protection, life safety, and other emergency equipment throughout the Armour Academic Facility.

A. Building Systems

A.1 Building Description

The 600 South Paulina building located in Chicago, Illinois, is a 9 story (one (1) below grade level) structure classified as a Category 4, Class E (Business) and a Category 4, Class C (Assembly) high-rise. The building is served by eight (8) passenger elevators, one (1) freight elevator, and four (4) exit stairwells.

A.2 Water Supply

The building is supplied by one (1) 2,000 GPM Fire Pump, located in northwest section of the Lower Level, east of Stair D.

The Fire Pump runs on electric motor, it is supplied by the city water main and can be powered by the Emergency Generator.

A.3 Sprinkler/Standpipe Systems

The building is protected throughout with sprinklers. The Fire Pump is the primary source of water for the sprinkler and standpipe systems.

All four stairwells have standpipes with a 1½-inch valve connection with hose and an independent 2½-inch valve connection.

Additional hose cabinets with the same equipment are located throughout each floor.

Fire Department connections are provided for this building on the Southwest corner of the building, on the “C” Stair tower, between the Academic Facility and Professional Building III.

A.4 Ventilation Systems

Building Automation System would only put the ventilation in “Smoke Mode” if a duct smoke detector is activated. The activation of any sprinklers or other alarm features would not put the ventilation system in smoke mode.

The Building Automation System can be controlled by MCE from a remote location.

A.5 Smoke Control

The building has a smoke control system that is activated by sprinkler water flow and smoke detection. Floors can be exhausted individually by floor or zone. Controls are located next to the fire alarm control panel on the 1st Floor.

A.6 Emergency Generator

There is an emergency generator located in the alley on the west side of the building, between the Academic Facility and the Professional Office Building II. This serves the building fire pump, fire alarm system, emergency lighting and exit signage.

A.7 Elevators

The building has one (1) passenger elevator bank with 8 cars and one freight elevator:

Passenger elevators 63-70 serve floors 1, 2, 4, 5, 7, 9, and 10.

Freight Elevator 62 serves floors 1, 2, 4, 5, 7, 9 and 10.

Additionally there are two (2) service elevators, 56-57, that serve the cafeteria and one (1) passenger elevator, 71, that serves floors 4, 5 and 7.

Manual recall controls are provided in the 1st floor elevator lobby for elevators 63-70 only. Elevators 62 & 71 are recalled from outside. Elevators 56 & 57 DO NOT have recall functions.

Each elevator is provided with a two-way communication system that allows direct contact with Security.

A.8 Stairwells

Four (4) exit stairwells: "A", "B", "C" and "D".

Stairwell "A" located on the northeast side of the building is accessible on floors 2, 4, 5, 7, 9 and 10 (Exit to street on the 1st floor)

Stairwell "B" located on the southeast of the building is accessible on floors 2, 4, 5, 7, 9, and 10 (Exit to street on the 1st floor).

Stairwell "C" located on the southwest of the building is accessible on floors 4, 5, 7, 9 and 10 (Exit to street on the 1st floor). Access to roof.

Stairwell "D" located on the northwest side of the building is accessible on the Lower Level and floors 2, 4, 5, 7, 9, 10 and Penthouse (Exit to street on 1st floor). Access to roof.

Each of the exit stairs (except on the 1st floor) is equipped with Standpipes with 1½-inch valves with hose and 2½-inch hose valves, Fire Extinguishers and Emergency Phones on certain floors.

Exit stair doors are not locked from the inside, permitting access to all floors. The primary level of discharge is in the 1st floor.

Stairwells "A" and "B" contain Sprinkler control valves.

Interior stairwells include Stair "E" located on the north side of the building serves floors 4 and 5, a stairwell on the south end of the building which serves the cafeteria and a stairwell on the west side of the building leading to the Lower Level CECO Vault.

A.9 Emergency Phones

Fire Department Phones are located in each exit stairwell on floors 4, 5, and 10. Phones connect to the Fire Command Panel on the 1st floor.

Phones and Duress stations located throughout the building provide direct contact with security.

A.10 Emergency Signage

Every floor contains exit signage in the elevator lobby and throughout the floor showing the buildings core floor plan, corridors, exit stairwells, elevator lobbies and evacuation routes.

A.11 Fire Control Room

The Control Room, which houses the Fire Alarm Annunciator (FAA) and Voice Control Panels (VCP), is located SW of the passenger elevator bank. A remote FAA panel is located in the hallway south of the passenger elevator bank.

A.12 Public Address System

The building is equipped with speakers/ strobes located throughout each floor. There is also a voice communication system audible on all floors and controlled from the first floor Fire Command Center.

A.13 Smoke Detectors

All floors have smoke detectors.

A.14 Fire Extinguishers

Portable fire extinguishers are located within each stairwell, throughout public corridors on each floor and within some laboratories.

A.15 First aid/defibrillators

An emergency evacuation chair is located on the first floor near the security desk.

Defibrillators are located on the first floor near the security desk, on the 4th floor behind the security desk, on the 5th and 7th floor on the east exterior wall of Stair "A". Other locations with AED are the 9th and 10th floors on the east hallway.

Refer to RUMC Policy Number OP-318 - Medical Emergency Response.

B. Building Emergency Response Team

B.1 Emergency Response Team

Fire Safety Director

- Occupies the building's fire command station on the first floor until relieved by Medical Center higher-ranking administrator or first arriving fire companies.
- Directs emergency evacuation and drills, until relieved from post.
- Reports conditions to first-arriving fire companies.
- Reports designated rescue locations of occupants requiring assistance to first-arriving fire companies.
- Reviews department supplied information on current Fire Wardens and Evacuation Team Members.
- Reviews information on current employees who self-identify that they need assistance during an evacuation.
- Gets roster for students.

Deputy Fire Director

- Assists the Fire Safety Director.
- Occupies fire command station in absence of the Fire Safety

Building Evacuation Supervisor

The Building Evacuation Supervisor position is served by a Security Supervisor or another appointed officer. In the event a Code Triage II is occurring simultaneously with an Armour Academic building evacuation, one Security Supervisor should report to the Hospital Incident Command Center while another Security Supervisor reports to the Armour Academic's Fire Command Station to serve as the Building Evacuation Supervisor.

- Assumes authority of Fire Command Station until relieved by Medical Center higher-ranking administrator or the Building's Fire/ Deputy Fire Safety Director.
- Conducts operations in emergency evacuation.
- Reports conditions to first responding fire companies.

Security

This building is served with security personnel and Building Engineers that are available 24 hours a day, 365 days a year.

Security has a direct dial telephone to the Chicago Police Department.

C. Building Emergency Telephone List

Fire Safety Director:

	<u>Office</u>	<u>Cell/Pager</u>
Hrisovalandis Bouikidis	(312) 942-0798	(312) 942-6000 x3520

Deputy Fire Safety Directors:

Regular Business Hours

	<u>Office</u>
Alex Pina	(312) 942-7233
Robert Scott	(312) 563-3658

After Business Hours

In the event that neither the Fire Safety Director nor either of the Deputy Fire Safety Directors can be reached, contact:

	<u>Pager</u>
On-Call Safety Person	(312) 942-6000 x3503

Emergency Telephone Numbers:

Emergency Page Operator	2-5111
RUMC Security	2-5678
Fire Department	9-911
Police Department	9-911
Paramedics	9-911
Admin On-Call	

D. Emergency Evacuations

Certain events or needs may require coordinated response by personnel at the Medical Center. The following codes and related actions assure the Medical Center staff appropriately responds. The decision to upgrade any situation (internal or external) and implement the RUMC Emergency Preparedness Plan can only be performed by the Administrator-On-Call or Senior Security Supervisor

D.1 Evacuation Plan Location(s)

Copies of this plan will be kept in:

RUMC Security Department.

Hospital Incident Command Center

Additionally they can be found in:

Rush Intranet – Occupational Safety Department’s webpage.

RUSH Intranet – Emergency Management site.

D.2 Hospital Incident Command Systems (HICS)

The purpose of HICS is to assemble an Emergency Preparedness strategy for RUMC. This strategy is efficient and can be adapted to provide appropriate reaction in response to internal as well as external disasters. The HICS program establishes a clear chain of command with defined responsibilities for each position.

Each role listed in the Hospital Incident Command System has specific duties to perform should the hospital’s Emergency Preparedness Plan be implemented. Although there are specific personnel that would be best to fill a position, they may not necessarily be on-site when a disaster might occur. The main priority is to begin the required functions indicated until additional or more qualified personnel are available to fulfill these duties.

A copy of the RUMC Emergency Operations Plan can be located at:

http://iris.rush.edu/emergency_prep/pdfs/EOP-073009.pdf

The table below lists certain code events, provides the specific code color and briefly describes responsibility for each.

Event	Code Color List	Trigger/ Example	Initiation Responsibility
Cardiac Arrest/ Medical	Blue	Unresponsive patient	All staff, employees
Hazardous Material	Orange	External – Chlorine gas leak with influx of patients	Administrator on Call (AOC) or ED Attending Physician
Fire	Red	Smoke or fire in building	All staff, employees
Utilities Failure/ Loss of Essential	Green Followed by affected utility	Water, electrical , power or communication loss	Administrator on Call (AOC)
Fire Drill	Drill	Drill to test systems	Occupational Safety
All Clear	All Clear	Disaster, emergency or event has been terminated	Administrator on Call (AOC), Incident Commander, Security and/or Occupational Safety
Security Request	Gray	Combative patient or dangerous person on campus	All Staff and Employees
Severe Weather	Black	Tornado or severe thunderstorm	Administrator on Call (AOC) or Security
Infant Abduction (age < 1 Year)	Pink	Infant < 1 Year abducted from nursery without authorized approval	Pediatric department, security and/ or AOC
Infant Abduction (age > 1 Year)	Pink Pediatric	Infant > 1 Year abducted from nursery without authorized approval	Pediatric department, security and/ or AOC
Evacuation Partial or Full	Purple	Need to evacuate patient care area due to structural damage	AOC, Incident Commander or security
Potential Evacuation	Purple STANDBY	Need to prepare for a possible evacuation	AOC, Incident Commander or security
E.O.P Partial Implementation	Triage - STANDBY	Disaster, emergency or event which may potentially affect operations at RUMC, or delayed response is needed.	AOC
E.O.P Full Implementation	Triage	Disaster, emergency or event which is intimately affecting operations at RUMC.	AOC

D.3 Emergency Evacuations Procedures

When the fire alarm bell is heard or when notified of an evacuation by the voice communication system or emergency response personnel, employees, faculty, students and visitors must:

- Discontinue activity and pay attention, listen for instructions.
- The tasks of the Evacuation Team for the floor should be initiated and personnel should report to their designated posts or assigned areas.
- Follow exit signage to nearest exit stairwell. Use the right side of the stairs so that emergency personnel can use the left side. DO NOT RUN. Offer assistance to others having difficulty navigating the stairs properly.
- DO NOT USE ELEVATORS.
- Persons with severe mobility impairments or who have difficulty navigating stairs should call Security (2-5678) or 9-911 and provide their location and needs and proceed to the exit stair landing or other area of rescue/refuge on their floor. They are to remain there and wait for assistance. This would also apply to any persons who, in the unlikely event, find the stairs or other exits unusable.
- When evacuating the building down the stairs, persons are encouraged to act calmly, quietly and courteously so as to maintain an orderly evacuation.
- If the stair door or any door is hot or if the stair is filled with smoke, seek an alternate stair. A hot door usually means there is a possibility of a fire on the other side of the door. If the stair is filled with smoke it is unusable as breathing would be difficult. Most people perish in fires not from contact with the fire, but from smoke inhalation.
- Instructions by emergency response personnel may vary, depending upon the circumstances of the incident(s). Unless otherwise informed during the evacuation, employees, faculty, and students must take the stairs to the 1st floor, exit out of the building, and proceed to their pre-arranged meeting location. Do **not** evacuate horizontally and stay in another building, or congregate on the bridge to the Parking Garage or Professional Office Buildings. Remaining near the building may result in crowds of people that can interfere with the evacuation, rescue and emergency response teams.

If a department has a visitor in their space, it is the responsibility of that department to account for its visitors and verify that they also evacuate.

D.4 Fire/Evacuation Drills

The Fire Safety Director (Occupational Safety Department) will coordinate evacuation drills. Fire drills and evacuation drill training will be performed at least semi-annually, as required for an assembly occupancy building. Fire Drills should be treated as an actual emergency following the procedures outlined in this plan.

E. General Emergency Procedures and Information

It is important that each person become familiar with the procedures and information described below:

- Bomb Threat Information
- Chemical/ Biological Threat Information
- Types of Fires and Fire Extinguisher Operation
- Fire Prevention Tips

E.1 Bomb Threat Information

There are several reasons for a caller to report that a bomb is to go off at a particular location:

- a. The caller knows that an explosive or incendiary device has been or will be placed in the Building and wants to minimize personal injury.
- b. The caller may be the person who planted the device or someone who has specific information.
- c. The caller wants to create an atmosphere that spreads panic and disrupts normal business activity.

BOMB THREAT RECEIVED

Should an employee, faculty or student receive a bomb threat, the following guidelines should be used:

- a. Remain calm.
- b. Try to obtain as much information as possible. Be prepared to relay this information.
- c. Notify the department manager or supervisor.
- d. Immediately call Emergency Page Operator at 2-5111. If possible, have a second individual call the RUMC Security at 2-5678 while the bomb threat call is still in progress.
- e. Inspect your area. Be alert for any unfamiliar people and/or objects to point out to security upon their arrival. DO NOT touch or handle any suspected object.
- f. Security, accompanied by the police, will make a complete search of the suspected areas. It will be the responsibility of the Manager(s) of the area to identify any suspicious objects or items that do not belong in the space.

Once the RUMC Security office is informed of a bomb threat, the following guidelines will be observed:

- a. Respond to the employee notification of alleged bomb presence.
- b. Notify the Chicago Bomb Squad, Risk Management, Administrator On-Call and the Media Relations Staff On-Call.
- c. Obtain the completed Bomb Threat Information Sheet and acquire any additional information from person who received the bomb threat. This person should remain with Security until released.
- d. Secure bomb threat area. Work with Chicago Bomb Squad to establish an access-limiting perimeter.
- e. If a bomb threat is received against the Building, and not a specific floor, all public access areas, beginning with the most accessible, should be searched.
- f. In the event evacuation is required, work with the Chicago Fire Department and Chicago Bomb Squad to establish an evacuation area.
- g. Do not use the Fire Alarm System to evacuate building.

The Administrator-on-call should determine whether the Executive-on-Call should be contacted regarding the bomb threat.

BOMB THREAT/TENANT ORDERED TO EVACUATE

The first responder or other City Official will decide whether a space should be evacuated. If you are ordered to evacuate, the following steps should be taken:

1. The Tenant Fire Warden will be given the order to evacuate.
2. Everyone should proceed quickly, but calmly, to the nearest stairway exit. **DO NOT RUN!**
3. The Tenant Evacuation Team member should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
4. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Police Department or Building Security.
5. Upon arrival at the designated meeting area, everyone should remain in place. No one should wander about or leave the area unless directed to do so by the police or security personnel.
6. The Tenant Fire Warden should proceed to take a head count. If someone is missing, this information should be relayed to the Security Staff or other emergency personnel.

E.2 Chemical/Biological Threat

Should a tenant receive a Chemical / Biological threat, the following guidelines should be used:

- a. Try to obtain as much information as possible. Be prepared to relay this information to the police when they arrive.
- b. Immediately call the Emergency Page Operator 2-5111. If possible, have a second individual call Security, 2-5678, while the threat call is still in progress.
- c. Be alert for any unfamiliar people and/or objects to point out to the police or security staff upon their arrival. DO NOT touch or handle any suspected object.
- d. Security, accompanied by the police and department supervisor will make a complete search of the suspected areas. It will be the responsibility of the department supervisor to identify any suspicious objects or items that do not belong in the space.

CHEMICAL / BIOLOGICAL THREAT ORDER TO EVACUATE

The first responder or other City Official will decide whether a tenant space should be evacuated. If you are ordered to evacuate, the following steps should be taken:

1. The Tenant Fire Warden will be given the order to evacuate.
2. Everyone should proceed quickly, but calmly, to the nearest stairway exit. DO NOT RUN!
3. The Tenant Evacuation Team member should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
4. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the appropriate official.
5. Upon arrival at the designated floor, everyone should remain in the area. No one should wander about the floor or leave the floor unless directed to do so by the police or Building Management.
6. The Tenant Fire Warden should proceed to take a head count. If someone is missing, this information should be relayed to the Security Staff or other emergency personnel.

THREAT BY MAIL

The U.S. Post Office recommendation as of October 30, 2001:

The information below describes how to identify a suspicious mail piece and the procedures to follow.

What constitutes a suspicious letter or parcel? Some typical characteristics that should trigger suspicion include letters or parcel that:

- a. Have any powdery substance on the outside.
- b. Are unexpected or from someone unfamiliar to you.
- c. Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- d. Are addressed to someone no longer with your organization or are otherwise outdated.
- e. Have no return address, or have one that can't be verified as legitimate.
- f. Are of unusual weight, given their size, or are lopsided or oddly shaped.
- g. Have an unusual amount of tape.
- h. Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- i. Have strange odors or stains.
- j. Contain a postmark which does not match the return address.

What To Do If a Suspicious Letter or Package is Received:

- a. DO NOT handle the item
- b. DO NOT open the item.
- c. DO NOT place in water.
- d. DO NOT remove any binding or other material from the item.
- e. DO NOT touch any substance leaking from the item.
- f. In the event that contact should occur, leave the area and make sure that the immediate area is cordoned off.
- g. Ensure that all persons who have touched the mail piece wash their hands with soap and water.
- h. Immediately notify Emergency Page Operator, 2-5111 and Security 2-5678.
- i. List all persons who have touched the letter and/or package. Include contact information and have this information available for the authorities.
- j. Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement agents.
- k. As soon as practical, shower with soap and water.
- l. Contact the Center for Disease Control Emergency Response at (770) 488-7100, for answers to any questions.

F. Fire Prevention

F.1 Report Fire or Activate Fire Alarm

This building follows the R.A.C.E. procedure to initiate the activation of the alarm system in the event of an actual fire or drill. The fire alarm system at the Academic Facility can be activated manually by manual pull stations.

- | | |
|-------------------|--|
| <i>Rescue</i> | Rescue anyone in immediate danger. |
| <i>Alarm</i> | Activate the fire alarm system's manual pull station and call the Emergency Page Operator at extension 2-5111. Give the operator the specific location and state "Code Red." |
| <i>Confine</i> | Confine the fire by closing doors, windows, and other sources of drafts. |
| <i>Extinguish</i> | If safe to do so, and using the P.A.S.S. procedures, use a portable fire extinguisher to extinguish the fire. Remember, when using a fire extinguisher; never place the fire between yourself and your egress from the area. |

As soon as the fire alarm is heard, or a Code Red is paged for the Academic Facility, all occupants of the building must evacuate immediately. Managers should initiate the evacuation until building Evacuation Team members or the Chicago Fire Department arrives. Employees, faculty and students must take the stairs to the 1st Floor, exit out of the building, and proceed to their meeting location. Do **not** evacuate horizontally and stay in another building, or congregate on the bridges to the Parking Garage or Professional Office Building.

F.2 Types of Fire

Class A - Fires in such ordinary combustibles as paper, wood, cloth, rubber, textiles, and many plastics.

Class B - Fires in flammable liquids such as grease, oil, paint, and gasoline.

Class C - Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, Class A fire extinguishers may be used safely.)

Class D - Fires in combustible metals, such as magnesium, titanium, zirconium, sodium and potassium.

Class K – Fires that involve cooking oils or fats.

The following outlines the types of fire on which various types of fire extinguishers may be used.

Appropriate Type of Extinguisher	<u>Class A Fire</u> Paper, Wood, or Cloth	<u>Class B Fire</u> Flammable Liquids	<u>Class C Fire</u> Fires involving electrical appliances
Pressurized Water	X		
Carbon Dioxide		X	X
Dry Chemical	X	X	X

F.3 Fire Extinguisher Operation

Prior to any attempt at extinguishing a fire, dial the Emergency Page Operator, 2-5111, to activate a CODE RED and to summon the Chicago Fire Department.

Portable fire extinguishers are located within each stairwell, throughout public corridors on each floor and within some laboratories. The locations of the extinguishers should be clearly identified, with no obstructions to access them for use. Employees should be properly trained in the use of fire extinguishers. Fire extinguishers are inspected monthly.

If you notice a fire in its early stages, you may attempt to extinguish it with a hand held fire extinguisher. This should be done only after the Emergency Page Operator (2-5111) is contacted. If a sprinkler is operating, this typically means that the fire has grown to a stage where using a fire extinguisher would not help and the fire would, in most cases be contained by the sprinklers. At that point, the area should be evacuated.

Do not attempt to extinguish a fire if you do not feel capable of performing this task.

Follow the **P.A.S.S.** procedure (same for all types of fire extinguishers) for using fire extinguishers.

Pull the Pin

All fire extinguishers should be provided with a pin that keeps the handles inoperable. Such pins are held in place by a small plastic seal. The seal is easily broken when the pin is pulled. For use of the extinguisher, pull the pin without squeezing the handles together. If you squeeze the handles together, the pin will be more difficult to remove and the extinguisher may discharge prematurely.

Aim Low

Aim the nozzle at the base of the flames and stand approximately 10 feet away. If you stand too close to the fire, the force of the extinguishing agent may blow the flames back into your face. It is also important to keep your back to the exit. If the fire becomes too large to manage, you do not want to get trapped. Always know your escape route.

Squeeze the Trigger

Squeeze the handles together. This will discharge the extinguishing agent from the extinguisher. Keep continuous pressure on the handles; do not pump or squeeze “on-off” as this will reduce the effectiveness of the extinguisher. The discharge will typically last only several seconds, but should be adequate to extinguish a fire in its early stages.

Sweep from Side to Side

Sweep from edge to edge of the area on fire. If the fire is controlled, monitor the area until emergency personnel arrive.

If the fire cannot be extinguished, fire has grown too large, or there is too much smoke, immediately evacuate the area following the established evacuation procedures. Remember, most deaths in fires occur not from exposure to the flame or heat, but from smoke inhalation.

F.4 Fire Prevention Tips

Employees, faculty and students should take steps to safeguard from the effects of a fire in the building.

- 1 Unplug electrical appliances like coffee pots or water heaters when not in use.
- 2 Arrange for proper use and storage of adhesives, cleaning fluids, and other flammable liquids and, where possible, substitute with less flammable products.
- 3 **NO EXTENSION CORDS OR MULTI-JACKS SHOULD BE UTILIZED.** Neither the Fire Department nor Electrical Codes permit these items. Eliminate extension cords by providing more power outlets or relocating some electrical equipment.
- 4 Make sure the power is shut off on all office equipment such as typewriters, calculators, computers, etc., at the close of the business day.
- 5 Provide adequate ventilation for office equipment like copying machines, printers or computers.
- 6 Electrical closets within tenant spaces should be kept locked at all times. Nothing should be stored in these closets due to fire hazard.
- 7 Hallways on all floors should be kept clear at all times to provide access for emergency equipment. Tenant belongings, deliveries or trash may not be stored in hallways or allowed to block an exit route.
- 8 **NO SPACE HEATERS.** Only MCE approved space heaters will be loaned out on a temporary basis.

G. Department Responsibilities

Each person is responsible for evacuating without the assistance of building personnel. Each person shall use the stairs closest to their location, if practicable, or use the alternate stairwell location. If the emergency is not a fire, elevators may be used, when practical. In a fire condition, ELEVATORS SHOULD NOT BE USED. On floors of the building containing more than one department, the responsibilities of Fire Warden and Evacuation Team Members should be shared, so that no-one department is providing all of the emergency team members. Fire Warden and evacuation team members are to be provided for full floor tenants.

G.1 Department Responsibilities

- a. Provide a volunteer from each department and at least one back up volunteer to serve as Fire Warden/ Searcher for the floor's Evacuation Team.
- b. Provide a list of team members to the Occupation Safety office on the form provided, as shown in this section or whenever a change occurs, but not less than every 6 months.
- c. Provide a list of employees needing assistance and the names of evacuation assistants assigned to employees needing assistance whenever a change occurs, but not less than every 6 months, on the Evacuation Assistance forms, found in Appendix B and available on the ADA webpage.
- d. Ensure that all staff and students participate in fire drills and training.
- e. Evacuate in an orderly manner upon hearing the audio alarm, smelling smoke or receiving notification of a building emergency.
- f. Identify a location where all employees, staff and students are to meet in the event of evacuation. This is the location where the Searcher can account for each individual. It is recommended that the meeting area be located across the street or farther from the building. Remaining near the building may result in crowds of people that can interfere with the evacuation, rescue and emergency response teams.
- g. If directed, leave the building and assemble at a pre determined location outside of the building, not on the first floor or the bridge connections to other buildings or parking garage.
- h. Assist employees, faculty, students or visitors that may be physically impaired or alert security (2-5678 or 9-911) and provide location of anyone needing assistance to evacuate the building.

G.2 Safety and Security

RUMC Security plays an important role in the overall smooth operations of the building and campus. RUMC Security is responsible for the protection of the building as well as the occupants against carelessness, negligence, malicious mischief, theft, safety hazards, sabotage and fire. Protection is continuous, meaning Security Staff is present 24 hours a day, 7 days a week.

Remember that the best way to improve security is for each occupant in the Building to take an active role - just as you would in the neighborhood where you live.

- Make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on the weekends.
- Keep all valuable personal items in a drawer or cabinet that locks. Do not leave in plain sight.
- Should you suspect that your offices have been burglarized, or if items are found to be missing, contact the security office. In the meantime, avoid disturbing anything in the areas that you feel might have been affected by an intruder.
- Employees, staff, students and visitors are required to wear identification badges at all times. All employees are responsible for enforcement of this policy.
- Do not hesitate to report any suspicious or disorderly individuals to Security, 2-5678. If necessary security will escort them from the building.
- Solicitation is not permitted in the building, and any individual who enters your offices for this purpose should be reported to Security.
- Inform the Security Office of any Building keys, access cards, or ID badges which are lost. This includes keys to storage rooms.

All incidents involving a crime should be reported directly to Security at 2-5678 (312-942-5678) as soon as possible.

Serious offenses or emergencies of any manner should be reported by calling 2-5111. An authorized person from the building will interview the person(s) involved regarding specifics of the incident and will file a written report.

Individuals are free to report any crime directly to the Chicago Police, however RUMC Security has a good working relationship with police and in many cases there is the need for the coordination of resources.

H. 600 South Paulina Emergency Personnel Sheet

Fire Safety Team

FIRE WARDEN: _____

FLOOR: _____

DEPARTMENT: _____

FLOOR LEADER/ASSISTANT FIRE WARDEN: _____

SPECIAL ASSISTANCE PERSONNEL (if assigned): _____

I. Emergency Evacuation Team Roles

The following is a brief description of the responsibilities of each team member. Each member of the emergency evacuation team should be made aware of his responsibilities. There should also be one back-up volunteer for each member of the evacuation team. Since each floor of the building may contain more than one department, the staffing responsibilities for team members should be shared amongst departments, so that no one department is providing all of the emergency team members.

Among the positions designated by The City of Chicago OSD utilizes the following:

- *Fire Warden*
- *Emergency Evacuation Team*
 - *Floor Leader/Assistant Fire Warden*
 - *Special Assistance Personnel (Evacuation Assistants)*

FIRE WARDEN

Responsibility

This position has the responsibility of emergency coordination and reporting of any potential or actual emergency conditions to security personnel. He is responsible for organizing the emergency evacuation team and ensuring emergency procedures are carried out.

Duties

- Direct emergency evacuation and drills from his assigned floor.
- Listen for instructions over the public address system and wait for an Evacuation Order.
- Know location of all exits leading from occupied area.
- Know the floor layout and locations of all fire extinguishers and how they operate.
- Appoint personnel to the emergency evacuation team.
- Maintain an updated roster of all team members.
- Alert key personnel of potential emergencies.
- Inform and train emergency team personnel and all occupants in emergency procedures.
- Pre-plan the handling of self-identified employees who need assistance during evacuation.
- Evacuation of occupancy personnel.
- Notify the elevator monitor to evacuate when all employees are out of their respective suites.
- Notify the Building's Fire Safety Director, in person, that your floor or suite has been evacuated.
- Conduct a role call to account for the safety of all your employees at the designated meeting place. Notify the Building's Fire Safety Director if anyone is missing.

FLOOR LEADER/ASSISTANT FIRE WARDEN

Responsibility

Assists the Fire Warden and is responsible for the control of occupants in his area and the safe evacuation of personnel in his area during a fire or other emergency.

Duties

- Know location of all exits leading from occupied areas.
- Responsible for the orderly evacuation of all personnel in his area during emergency evacuation or drills.
- Remains with the group throughout the evacuation process and leads them to a pre-determined safe location.
- Assists in the training of employees in his area.

SPECIAL ASSISTANCE PERSONNEL (EVACUATION ASSISTANTS)

Each Individual must have the opportunity to voluntarily self identify that they would need assistance in the event of an emergency. If such individuals are identified within a tenant's area, their names and contact information should be provided to Tenant Relations and the Fire Safety Director (Occupational Safety) by filling out the Special Assistance Form (Appendix B). Such records will be kept as a part of the Building Plan.

Responsibility

Evacuation assistants are responsible for ensuring that any self-identified occupants are evacuated.

Duties

- *Maintains an up-to-date list of self-identified employees requiring assistance and their location for assistance by the fire department if necessary.*
- *If possible, implements a "buddy system" to assist in the evacuation.*
- Fire department personnel will assist in the evacuation of these people. However, if there is danger from smoke or fire, handicap aides should see that handicapped persons are carried to the nearest safe floor or designated point of rescue.
- Calls Security, 2-5678 or 9-911 and advises them of the needs and exact location of the area of rescue/refuge where taking the person requiring special assistance (usually an exit stair landing).
- Know building and fire department emergency procedures.
- Know location of stairwells. DO NOT USE ELEVATORS.
- Know location of all fire extinguishers and how they operate.

J. Tenant Emergency Evacuation Information Sheet

- Call the Emergency Page Operator at 2-5111. Give the operator the specific location and the nature of the emergency (fire, ambulance, etc.) and pull the nearest fire alarm pull station.
- If you become aware of an emergency situation, alert your Fire Warden or members of the Evacuation Team of the need to evacuate.

J.1 Tenant Evacuation Procedures

In the event of a fire or other emergency, it may become necessary to evacuate your office and floor.

- An announcement will be made over the public address system. **STOP what you are doing, listen for instructions, and evacuate.** No waiting in this building. Evacuation is immediate upon alarm.
- Follow the instructions of your Fire Warden and Evacuation Team Members.
- Take your purse or wallet with you. You may not be allowed back in your office.
- Do not use the elevators (unless informed by the Fire Department that it is safe to use them) Elevators will be under the control of the Fire Department while the emergency exists. The elevator call buttons will not respond.
- Familiarize yourself with the location of exit stairwells on the floor so that if the route to one is blocked, you may proceed to an alternate stairwell. Evacuation route plans can be found posted in each elevator lobby vestibule and in floor specific Tenant Emergency Procedure Hand-outs distributed to each tenant (see Exhibit A). Exit stair doors are not locked from the inside, permitting access to all floors. The primary level of exit discharge is the 1st Floor.
- Use the right side of the stairwell so that emergency personnel can use the left side of the stairs. **DO NOT RUN.**
- Emergency phones are located in exit stairwells “A”, “B” and “C” on the 4th floor. On all exit stairs on floors 5 and 10. These phones are connected to the building’s Fire Command Panel on the ground floor and may be used to call for instructions or assistance. The phones may also be used to alert rescue personnel of the locations of individuals who require evacuation assistance.
- If the building is evacuated, assemble at a designated meeting area outside of the building until the Fire Department or building management issues further instructions.

Appendix A. Tenant Handout (Sample)

Appendix B. Employee/Student Requiring Evacuation Assistance

The following form is being used to identify individuals who voluntarily request evacuation assistance in the event of an emergency. Assistance may be required for a variety of reasons, for example, mobility, visual, or a hearing disability. Information below will be shared only with those who have direct responsibilities under the Medical Center's evacuation plans and with the City of Chicago's Office of Emergency Management and Communications.

Check your following status: Employee/Staff Member Student

1. Clearly print name of person requiring assistance:

2. Type of assistance required:

3. Mobility/equipment required during evacuation (wheelchair/scooter/crutches):

4. Office Location (if available):

Be as specific as possible: _____

5. Normal Working/School Hours: _____

6. Phone Extension (if available): _____

7. E-mail: _____

8. Pager or cell phone number: _____

9. Temporary or Permanent Condition: _____

If temporary, approximate start/ending dates: _____

An individual identifying the need for evacuation assistance should seek two volunteers willing to assist him/her in evacuating the building, or provide help in getting to an area of rescue (exit stair landing) and contacting Security (2-5678) or other emergency personnel to relay the exact location and need for assistance. In the case you cannot identify a volunteer, please contact your department manager/supervisor to aid in seeking out volunteers.

9. Name and pager or cell phone number of volunteers (if available)

Please return to the Occupational Safety Department.

Location: 108 Kidston Building

Fax: 312-942-4229

Phone: 312-942-7233

E-mail: OSD_Staff.Rush@rush.edu

CONCLUSION

The Rush Security Services Department welcomes comments and suggestions which will improve or clarify information that is given in the annual report. Please send all comments to the Rush Security Office located at 1 Jelke South Center, house mailbox HOS088, or mail outside correspondence to:

Rush University Medical Center
 Security Services
 1653 W. Congress Parkway
 Chicago, IL 60612

The 2011 Rush Security Annual Report is the continuing series of annual reports. The next report, which will cover the period of calendar year 2013, will be released on October 1, 2014.

Annual Report Statistics

CLASSIFICATION	2010 On Campus	2011 On Campus	2012 On Campus	2010 Public Property	2011 Public Property	2012 Public Property	2010 On Campus - Residential	2011 On Campus - Residential	2012 On Campus - Residential	2010 Non Campus	2011 Non Campus	2012 Non Campus
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	6	0	5	0	0	0	0	0	0	0	0	1
BURGLARY Total	4	0	0	0	0	0	2	0	0	0	1	0
Forcible	2	0	0	0	0	0	2	0	0	0	0	0
Non-Forcible	2	0	0	0	0	0	0	0	0	0	1	0
MOTOR VEHICLE THEFT	0	1	1	0	0	0	0	0	0	0	0	2
ROBBERY	1	1	0	0	0	0	1	0	0	0	1	0
SEX OFFENSES - Forcible Total	1	2	0	1	1	1	0	0	0	0	1	1
Forcible Rape	0	2	0	0	0	0	0	0	0	0	1	0
Forcible Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Fondling	1	0	1	1	0	1	1	0	0	0	0	1
SEX OFFENSES - Non-Forcible Total	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIME	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0

** Statistics were requested from the Chicago Police Department. Statistics were not delivered. Request for statistics are on file.

³ The State of Illinois Criminal Law and Procedure offenses of aggravated assault and aggravated battery will be used for the purpose of reporting.

⁴ For the purpose of this report, the State of Illinois Criminal Law and Procedure offenses of arson and aggravated arson will be reported. Similarly, all reported hate crimes that meet the criteria of the Illinois Criminal Law offense of "Hate crime" (720 ICLS 5/12 7.1) are also listed within the reported crime statistics