Reporting Emergencies

In the event of an emergency immediately call

UChicago Emergency Dispatch

773.702.8181
(cell)
or
123
(desk phone)

When safely relocated submit a
UChicago **A**ccident **I**ncident **R**eport
to the safety officers to trigger a post-event review.
ucair.uchicago.edu

Medical Center Alarms

There are three alarm types in the medical center.
All UCM facilities: General continuous alarm that means immediate evacuation regardless of location.
Center for Care and Discovery: Voice alarm that will state "**Dr. Red**" which is the code for fire and then provide the floor and wing. The alarm will repeat four times.
All other UCM facilities: Alarm is a series of three chimes repeated four times to identify the location where the alarm was activated.

It is important to know your location to properly understand the voice or chime alarm. Location information can be found on evacuation maps located near exits, stairways, and elevators.

Emergency Evacuation

Rescue: Alert those around you in the event of a fire.
Alarm: Pull the fire alarm, if one is present and have someone call UC Emergency Dispatch to report the fire.
Contain: Close the door to contain the fire and slow the spread.
Exit*: Evacuate the area. Exit routes are posted near elevators or stairwells.
Your hands must be empty as you evacuate, especially if using stairs.

- Do not carry cell phones (slip hazard if dropped)
- Do not carry purses/bags (trip hazard)

There are two evacuation types.
Vertical—Use the stairways to descend to the ground floor, do not take an elevator unless a firefighter is present and gives the ok.
Horizontal—In the medical center it is not feasible to evacuate an entire building, moving left or right into a another zone on the same level will add a fire rated wall between you and the fire.
Account for employees, by designating a last person out, who will count your team as they exit and then recount them at the relocation point.
Relocate: Move away from the building to your designated relocation point. Do not gather near the exit as emergency personnel need to enter the building unimpeded.
*Note: In an alternate version the "E" stands for "extinguish." However, this training document is Part One of a two part training. Portable fire extinguishers can only be used by users that have completed Part Two of the fire safety training program in EHSA. Key populations (lab, maintenance) are automatically assigned Part Two, but employees in support roles (office workers) can voluntarily opt-in, by contacting EHS (safety@uchicago.edu) and requesting Part Two be attached to their training required table. The course can be completed in the University's safety learning management system, EHSA (ehsa.uchicago.edu/training)

Rescue
Alarm
Contain
Exit
Relocate

University Alarms

There are two alarm types in University buildings
Most UC facilities: General continuous alarm means immediate evacuation.
High-rise facilities: Fire alarm and strobes will only activate on floors where the fire is occurring. If an alarm is not active on your floor shelter in place. The Fire Department can communicate to each floor and will notify you if you need to evacuate.

Pull
Aim
Squeeze
Sweep

Portable Fire Extinguishers

The information regarding proper use of a fire extinguisher is for informational purposes only. Although fire extinguishers are present in office areas and adjacent corridors, they area installed to comply with the City of Chicago Fire Code and are not intended for use by office employees. Employees in office settings should immediately evacuate in the event of a fire or the activation of an alarm in their work area.

- Pull the pin
- Aim for the base of the fire to smother the burning material, do NOT aim at the flames.
- Squeeze the extinguisher handle
- Sweep side to side slowly and use the ENTIRE extinguisher