

Art and Design Hall / CUPPA Hall Evacuation Plan

Building 641 (A&D) 400 South Peoria Street
Building 642 (CUPPA) 412 South Peoria Street

Prior to any evacuation drill or emergency that will require the evacuation of the Art and Design Hall and/or CUPPA Hall, please review the following:

1. If you need disability accommodations to participate in the evacuation drill, please contact your building evacuation supervisor (For CUPPA employees and students: Albert Schorsch, 312-996-2177, schorsch@uic.edu).
2. Review the locations of the two nearest exits for your area.
3. Review the location of the nearest fire alarm pull station, if applicable.
4. During an emergency evacuation, please remember to take your personal belongings with you. (e.g. keys, purses, etc.)
5. During the emergency evacuation, all building personnel shall follow the instructions of the emergency services personnel. This includes: the members of the Art and Design Hall / CUPPA Hall Emergency Evacuation Team, UIC Environmental Health and Safety Office personnel, the UIC Police Department and the Chicago Fire Department.
6. Once the fire alarm is activated, all personnel shall immediately leave the building through the nearest and safest exit. Do not attempt to use the elevators as a means of exit. During an emergency evacuation, the elevators will be shut down as part of standard emergency procedures.
7. Personnel, in areas that use chemicals, shall ensure those containers have been properly closed prior to leaving their area. This will ensure those chemicals will not cause a greater hazard in that area if left unattended.
8. Once personnel have exited the building safely, they shall immediately proceed to their designated gathering area. The designated gathering area for the Art and Design Hall and CUPPA Hall is the south side of the CTA "L" Train Station near Parking Lot "9".

In case of bad weather (e.g. rain or snow), personnel shall then proceed to the lobby of the unaffected building. If both buildings are affected by the emergency, personnel shall proceed to the Jefferson Hall lobby which is located south of Parking Lot "9" across Harrison Street.
9. Each Floor/Area Evacuation Monitor or alternate, that are responsible for the evacuation of CUPPA Hall and Art and Design Hall shall report the status of the building to the Building Evacuation Supervisor or alternate, at the north side of the CTA "L" Train Station.
10. All room doors within the building should be closed and left "unlocked" with the exception of any area that has radioactive materials and the following areas:

<u>Art and Design Hall</u>	<u>CUPPA Hall</u>
1. 1st Floor Art Gallery	1. Basement Computer Labs B15 & B17
2. 2nd Floor Computer Lab	2. 2nd Floor, Computer Lab Rooms 251 & 252
3. 3rd Floor Computer Lab	3. 6th Floor Computer Lab
11. The Floor Evacuation Monitors shall ensure the Fire Barrier Doors that separate the Art and Design Hall and CUPPA Hall on each floor are closed immediately during an emergency evacuation.
12. Once it has been determined that the building has been evacuated and the building is safe, an "all clear" will be given and personnel may re-enter the building.