Departmental Emergency Evacuation Plan

Name of Department
Address of Department
Date of Plan

This is supplemental information to provide department specific emergency procedures. Refer to the Employee Safety Handbook for additional NU safety information.

In the event of fire, hazardous materials release or other hazardous situations requiring emergency response ACTIVATE THE FIRE ALARM BY PULLING AN ALARM PULL STATION AND CALL UNIVERSITY POLICE.

Lab workers must receive training to distinguish between the types of spills they can handle on their own and those spills that are classified as "MAJOR". Major spills dictate the need for outside help.

EMERGENCY PHONE NUMBERS

University Police (UP) 911
UP non-emergency 503-8314 or 456

Department Emergency Contacts ?
Facility Manager ?
Alternate Facility Manager ?
Department Chair ?

Facilities Management 503-8000
Office of Research Safety 503-8300
(Chemical, Biological or Radioactive safety)

Department of Risk Management
Safety 491-3253
Claims Division 491-5610
Workers Compensation 491-5582

CALL UP & CALMLY STATE

♦ Your name
♦ The building and room location of the emergency
♦ The nature of the emergency – fire, chemical spill, etc.
♦ Whether injuries have occurred
♦ Hazards present which may affect responding emergency personnel
♦ A phone number near the scene where you can be reached.
BUILDING EVACUATION

Upon hearing the fire alarm or announcement begin evacuation procedures

♦ Keep yourself and others calm
♦ Quickly proceed outside the building (or to the announced “safe location”) using the planned evacuation route.
♦ Close windows and doors as you leave.
♦ Help those that need special assistance. (Insert plan for assisting disabled persons in the department)
♦ Report immediately to the designated “safe area” located ________________. Check in with (evacuation warden)___ or (alternate evacuation warden)___ who will be taking a head count.
♦ Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

BUILDING SAFETY SYSTEMS

The building at ________________ on Northwestern University, Chicago campus has the following safety systems:

Locate the emergency equipment in your area and know how to use it.

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to UP and Chicago Fire Department. Evacuation will be the decision of the Chicago Fire Department.

Smoke and heat detectors – This will immediately activate the fire alarm system.

Automatic Sprinkler System – This will begin the extinguishment of the fire and immediately send an alarm to UP. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least 18” of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Facilities Management.

Emergency Lighting – This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.

Fire Extinguishers – Only NU trained personnel should use fire extinguishers. Always notify UP, from a safe location, after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.

Type and location or see Emergency Evacuation Map.

Manual Alarm pull stations – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to UP. After activating the alarm call UP, from a safe location, to provide additional information. Never block or obstruct these with furniture or equipment.

Locations or see Emergency Evacuation Map.

First Aid Kit – For minor injuries not requiring medical attention.

Location or Emergency Evacuation Map

Fire Doors- Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors upon alarm activation.
EVACUATION PERSONNEL

Evacuation Warden: ______________________________ Phone: ____________

Alternate Warden: ______________________________ Phone: ____________

Searcher: ______________________________ Phone: ____________

Alternate Searcher: ______________________________ Phone: ____________

Stairwell Monitor: ______________________________ Phone: ____________

Alternate Stairwell Monitor: ______________________________ Phone: ____________

Handicapped Aide: ______________________________ Phone: ____________

Alternate Handicapped Aide: ______________________________ Phone: ____________

Elevator Monitor: ______________________________ Phone: ____________

Alternate Elevator Monitor: ______________________________ Phone: ____________

Date of Last Evacuation Drill: _________________

Evacuation Drills are to be held annually.
Contact Risk Management to schedule.