

# EMERGENCY PROCEDURES

Northwestern Department of Safety  
and Security  
Emergency Management  
1201 Davis Street  
Evanston, IL 60208

- Remain alert and aware of your surroundings
- Be informed about safety guidelines, security procedures, and health and safety resources
- Update your emergency contact information



## FIRE

### EVACUATE

- Activate fire alarm
- Proceed to nearest exit
- Use stairs, not elevators
- Assist persons with disabilities
- Meet at assembly area
- Account for individuals
- Re-enter only when directed



## ACTIVE SHOOTER

### RUN, HIDE, FIGHT

- Evacuate if a safe route is available
- If unsafe to escape:
  - Seek protection
  - Lock or barricade door
  - Stay behind solid objects
  - Silence your cell phone
  - Remain Quiet
  - Follow police direction



## MEDICAL EMERGENCY

### CALL FOR HELP

- If trained, administer CPR and AED as appropriate
- If not trained, stay clear
- Direct first responders to scene
- Re-enter only when directed



## POWER OUTAGE

### EVALUATE

- Secure experiments
- Isolate hazardous areas to prevent harm and/or evacuate building as necessary
- Report persons trapped in elevators



## TORNADO

### SEEK SHELTER

- Seek shelter inside
- Move to lowest interior space of building away from windows
- Crouch near floor or under heavy well supported metal objects
- Monitor official weather sources

Be Prepared

EMERGENCY

911

Remain Calm



## HAZARDOUS MATERIALS

### EVACUATE

- Alert people in immediate area to evacuate
- Unless trained, do not attempt to clean spill
- If personally contaminated seek eye wash/emergency shower as appropriate



## NATURAL GAS LEAK

### STAY CLEAR

- Leave area and go to exterior location
- Do not operate any electrical devices or equipment with open flames
- Re-enter only when directed



## SUSPICIOUS ACTIVITY

### REPORT, STAY CLEAR

- Always report suspicious or unusual activity to University Police or local law enforcement
- Do not touch or disturb unknown or suspicious items
- Secure belongings and assets

