Emergency Evacuation Training

McGaw 240 E Huron Street
Olson 710 N Fairbanks Court
Purpose and Scope

- This training aims to prepare individuals for a safe and orderly emergency evacuation when their building is no longer safe to occupy.

- This training is intended for all building occupants on the Northwestern Chicago campus.
Agenda

- Introduction
- Building Familiarization
- Fire Protection Systems
- Evacuation Plans
- Rescue Assistance
- Wardens
- Procedures
- Exercises
- Resources
Introduction

What is Northwestern Environmental Health and Safety (EHS)?

- As part of the Department of Safety and Security, EHS supports Northwestern’s educational and research mission by protecting the university community from injuries and illnesses, preventing accidents and fires, planning for emergencies, and identifying and controlling physical, chemical, and biological hazards.

- Operationally, the department provides support to schools and units by providing collaborative health and safety services and practical solutions through regulatory interpretation and guidance, technical expertise, training, emergency management, and hazard identification and mitigation.
  - Fire and life safety
  - Facility and occupational safety
  - Industrial hygiene, health, and environmental safety
Northwestern Buildings

- Constructed and maintained pursuant to the Building and Fire Codes of the City of Chicago
- Fire detection, protection, and alarm systems and features may differ by building or floor
- Routine inspections, testing, and maintenance are performed to ensure continued compliance
Building Overview

- 8 floors
- Mezzanine
- Basement
- 3 mechanical equipment penthouse floors
- Bridges to Feinberg Pavilion NMH & Lurie Research
Exits

1st floor

- 4 evacuation stairwells
- 3 exits to evacuate
Bridge Walkways

2nd Floor

→ to Lurie Research

↓

to Feinberg Pavilion NMH

→ to Lurie Research

Olson/McGaw

Feinberg Pavilion NMH

Lurie Research
Get to know your building!

➢ It’s your responsibility to identify the emergency stairwells and exits
Fire Protection Systems

Fire alarm system

- All buildings have a fire alarm system
- Alert occupants to evacuate when activated
- Strobes and horns are located throughout buildings
- Can be activated by sprinklers, smoke detectors, heat detectors, the fire department, or manually
Fire Protection Systems

Manual fire alarms (i.e., pull stations)

- Located on all floors in common areas near exits
- Sprinklers will not be activated when the fire alarm is pulled (they are heat-activated)
Fire Protection Systems

Smoke and heat detection

- Smoke detectors located throughout the building
- Heat detectors located in specific areas, such as pantries and mechanical closets
Sprinkler heads located in all areas

Activated by a heat source

Only activated sprinkler heads will discharge water

Provides a high volume of water designed to *contain* the fire
Fire Protection Equipment

**Fire doors**

- Located throughout the building
- Rated to resist fire for 1-2 hours
- Designed to reduce the spread of smoke and fire and allow safe egress
- Should be kept closed at all times *
- Never block fire doors, stairwells, or exits

*Fire doors in corridors may be left open if equipped with automatic closures*
Fire Protection Equipment

Fire extinguishers

- Located throughout the buildings
- Designed to extinguish small fires
- Do not block or obstruct
- May use if trained and willing

Click for online training
Emergency Lighting

*Electrical power loss*

- Emergency lighting located in corridors and exit routes
- Will activate upon loss of power
- Provides adequate lighting to evacuate
Fire Protection Systems

**Fire alarm system activation**

- Can be activated by sprinklers, smoke and heat detectors, or manually
- The fire department and NMH are notified
- Fire alarm chimes and visual strobes are activated on all floors with a unique sequence indicating the floor and zone of the emergency (chime code tables are located near the pull stations – (reference the ‘Fire Alarm Chime Procedures’ slide)
- The fire department evaluates the emergency and determines which floors to evacuate
- Elevators are recalled to the ground floor and will not be available for use when the detectors are activated in any of the elevator lobbies
- **EMERGENCY EXIT ONLY** doors will automatically unlock when the alarm system is activated
- Magnetically-held-open fire doors will release and close when the fire alarm is activated
Designated Assembly Areas

- Pre-determined location
- Ensures evacuees are a safe distance from the emergency and won’t impede emergency response
- Allows for efficient communication between emergency responders and evacuees
- Areas may change based on the emergency at the discretion of emergency responders

Evacuation Plan

Why have one?

- Required by the Occupational Safety Health and Administration (OSHA) and the City of Chicago.

- Informs occupants of the evacuation procedures when the building is no longer safe to occupy to ensure there is a plan for:
  - Safe and orderly evacuation
  - Individuals with mobility challenges
  - The shutdown and/or preservation of critical equipment and processes
  - Effective communication with emergency responders

[2] City of Chicago Code, Chapter 13-78
Evacuation Plan

Overview

- A general evacuation plan (PDF) is available to all departments and buildings and incorporated into this training

- Departments may develop their own evacuation plans if the area or building has unique characteristics or hazards (e.g., labs)
  - Submit plans to EHS for review
  - Review annually

- Evacuation plans must be regularly communicated to occupants
Evacuation Plan

Preparedness

- Understand the layout of your work area and the building’s fire alarm system
- Identify at least two ways out of your work area or building
- Ensure all exit routes and stairwells are never obstructed
- Report any missing or damaged safety equipment (e.g., fire extinguishers) to Facilities
- Know your designated evacuation assembly area(s)
- Keep emergency and other important telephone numbers readily available
Evacuation Plan

Preparedness - Rescue Assistance

- A location in a building where individuals, including those with mobility challenges, can go to await rescue assistance if they are not able to evacuate without assistance or the use of elevators.

- If you or someone in your area may need rescue assistance, identify a location ahead of time.

- Any room (e.g., office, conference room, bathroom) with a door.
Departments are encouraged to identify at least 2 wardens for each work area or floor

Serve as a departmental point of contact before and during an evacuation

Wardens should make themselves known to others, especially to new occupants

Should be familiar with:
- The building characteristics and alarm system
- The evacuation plan
- Operations or processes that may need to be shut down
- Areas of rescue assistance
Evacuation Wardens

- Assist during evacuations by:
  - Checking the immediate area to ensure occupants are evacuating and directing them to the nearest exits
  - Ensuring individuals needing rescue assistance are accounted for and are in the designated rescue area
  - Directing occupants to assembly areas outside the building
  - Communicating with emergency responders

- Not expected to:
  - Fight fires
  - Search for occupants
  - Put themselves in danger
  - Stay inside the building during an evacuation
Fire Alarm Chime Procedures

1. All alarm activations must be treated as an emergency!

2. Determine if the emergency is in your area by checking the unique fire alarm chime code table, located near the fire alarm pull stations, and look for any signs of an emergency such as fire or smoke.

Be sure to know your fire zone number! (e.g., 3-1-3)
Fire Alarm Chime Procedures

3. If the emergency is in your area or floor, or you are in immediate or anticipated danger, evacuate immediately using the nearest safe exit (e.g., stairwell), and close doors as you exit. Do not use elevators.

4. If the emergency is not in your area of the floor, seek safe shelter in your area (e.g., office), close all doors, and await further instructions from the fire department via the voice annunciation system.
Evacuation Alarm Procedures

1. Upon arrival, the fire department will evaluate the emergency and determine which floors to evacuate.

2. The evacuation alarm will be activated on floors ordered for evacuation, which is communicated by voice via the annunciation system and audible (e.g., horn) and visual (e.g., strobe) alerts.

3. Evacuate using the nearest safe stairwells to evacuate the building, closing doors as they exit. Do not use elevators.

4. Proceed directly to your designated evacuation assembly area and await instructions from emergency responders.

5. Occupants unable to evacuate (e.g., unable to use stairwells) should proceed to a designated area of rescue assistance, call 911, and wait for emergency responders to arrive.

6. Inform emergency responders of any known individuals who might still be inside the building.

7. Never re-enter the building until emergency responders say it is safe to do so.
Evacuation Exercises

- Required by regulations

- Intended to test systems and procedures, and to train occupants

- All occupants must participate and evacuate when instructed
So You Discover a Fire…

What do you do?

1. Stay calm

2. Activate the nearest fire alarm pull station if available or dial 911

3. If you are trained and willing you may attempt to extinguish a small fire using a fire extinguisher

4. Never put yourself in danger and always have an exit strategy

5. Evacuate the building – don’t use the elevators
Evacuation Resources

- Evacuation program
- Evacuation plans
- Assembly areas
- Training
- Warden responsibilities
Questions?

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