

Emergency Evacuation Plan



Evacuation is required when conditions inside a building—such as a fire or smoke—pose a threat to the health and safety of the occupants.



The audible and visual fire alarm system is the primary method for communicating a building evacuation.

All fire alarm activations must be treated as an emergency, and you must evacuate!

PREPARATION

Keep yourself safe! Follow these guidelines to be prepared for a potential emergency evacuation.



Identify at least **TWO WAYS OUT** of your building and practice using them regularly.



Know the location of the designated **EVACUATION ASSEMBLY AREA**.



Identify an area of **RESCUE ASSISTANCE** for those unable to evacuate without help or the use of elevators.

EVACUATION PROCEDURES

When the fire alarm is activated, follow these steps for a safe and orderly evacuation.



1. CALMLY EXIT THE BUILDING using the nearest safe route, close doors as you evacuate, and do not attempt to return for personal items.



2. ASSIST THOSE WHO NEED HELP and, if possible to do so safely, secure hazardous equipment and materials.



3. NEVER USE ELEVATORS during an evacuation; use stairs instead.



4. PROCEED DIRECTLY to your designated evacuation assembly area and await instructions from emergency responders, such as the police or fire department.



5. PROVIDE EMERGENCY RESPONDERS with relevant information, such as the number of individuals missing or still inside the building and those with possible injuries.



6. IF YOU ARE UNABLE TO EXIT, proceed to your designated area of rescue assistance, call 911, and wait for emergency responders to arrive.



7. DO NOT REENTER THE BUILDING until emergency responders say it is safe to do so.

FOR TRAINING DOCUMENTS, EVACUATION ASSEMBLY AREA MAPS, AND MORE:

Scan the QR code or visit northwestern.edu/environmental-health-safety/workplace-safety/building-evacuations.html

QUESTIONS?

ehs@northwestern.edu

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SCAN TO BE
INFORMED
AND PREPARED

