

Emergency Evacuation Plan

This is your departmental emergency evacuation plan. This document must be reviewed and updated, if necessary, at least annually. Plans must be distributed to all employees within the department and stored in a place (electronically or physically) where all employees within the department can access it at all times. If you have questions regarding your emergency evacuation plans contact Gwen Butler, Director, Environmental Health & Safety, at 847-491-4936 or gwen.butler@northwestern.edu

Date Prepared	Date of Last Review	Date of Last Exercise
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Section 1 - Building Information

Building Name	Department	Floor
Building Address		

Section 2 - Safety Information

Building Fire Safety Systems (check all that apply)			Evacuation Alarm System (check all that apply)		
Smoke/Heat Detection <input type="checkbox"/>	Carbon Mon. Detection <input type="checkbox"/>	Sprinkler System <input type="checkbox"/>	Visual Strobes <input type="checkbox"/>	Audible Horns <input type="checkbox"/>	Voice (Fire Department) <input type="checkbox"/>
Designated Assembly Area(s)					
Area(s) of Rescue Assistance					
Critical Operation Shutdown Procedures					

Section 3 - Emergency Contacts

<p style="color: red; font-weight: bold; margin: 0;">Dial 911 from any phone for all emergencies</p> <p style="margin: 5px 0;">Northwestern Risk Management</p> <p style="margin: 5px 0;">Environmental Health and Safety <input style="width: 100px;" type="text" value="(847) 491-4936"/></p> <p style="margin: 5px 0;">Insurance Claims <input style="width: 100px;" type="text" value="(847) 491-4334"/></p> <p style="margin: 5px 0;">Workers' Compensation <input style="width: 100px;" type="text" value="(847) 491-5582"/></p> <p style="margin: 5px 0;">General Inquiries <input style="width: 100px;" type="text" value="(847) 467-7795"/></p>	Evanston Campus	Chicago Campus
	Northwestern Police (non-emergency) <input style="width: 100px;" type="text" value="(847) 491-3456 or 456 from any campus phone"/>	Northwestern Police (non-emergency) <input style="width: 100px;" type="text" value="(312) 503-3456 or 456 from any campus phone"/>
	Northwestern Facilities Operations <input style="width: 100px;" type="text" value="(847) 491-5201"/>	Northwestern Facilities Operations <input style="width: 100px;" type="text" value="(312) 503-8000"/>
	Northwestern Office for Research Safety <input style="width: 100px;" type="text" value="(847) 491-5581"/>	Northwestern Office for Research Safety <input style="width: 100px;" type="text" value="(312) 503-8300"/>
	City Police Department (non-emergency) <input style="width: 100px;" type="text" value="(847) 866-5000"/>	City Police Department (non-emergency) <input style="width: 100px;" type="text" value="(312) 746-6000"/>
	City Fire Department (non-emergency) <input style="width: 100px;" type="text" value="(847) 448-8191"/>	City Fire Department (non-emergency) <input style="width: 100px;" type="text" value="(312) 745-3705"/>

Section 4 - Emergency Reporting Procedures

In the event of fire, hazardous materials release, or other hazardous situation requiring emergency response activate the fire alarm by pulling an alarm pull station, evacuate the building, and call 911*

When reporting an emergency, calmly state:

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| <ul style="list-style-type: none"> ✓ Your full name and department ✓ Nature of the emergency (fire, smoke, chemical spill, etc.) ✓ Hazards present which may affect emergency responders | <ul style="list-style-type: none"> ✓ Building and room location of the emergency ✓ Any injuries that have occurred as a result of the emergency ✓ Phone number that can be used to contact you |
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** If you are unsure if the situation you are experiencing is an emergency, it is always best to call 911 and let them make a determination after you have given them all of the above details.*

