

When conditions inside a building pose a threat to the health and safety of the occupants, such as a fire or smoke, evacuation is required. The building's audible and visual fire alarm system is the primary method to communicate an evacuation.

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

Preparation

Waiting until an emergency occurs is not the time to begin planning. Preparing ahead of time can dramatically increase the chances of keeping you and others safe. Follow the basic guidelines below to prepare yourself for a potential emergency evacuation and to keep yourself safe.

- ✓ Know your building's fire alarm system
- ✓ Identify at least 2 ways out of your building
- ✓ Know your evacuation assembly area
- ✓ If you will be unable to evacuate without assistance or the use of elevators, establish a plan and identify an area of rescue assistance
- ✓ Know emergency and other important telephone numbers
- ✓ Visit the building evacuations [website](#) to get trained



Resources

Scan the QR code or visit the website below to:

- ❖ Learn more about Northwestern's Building Evacuation Program
- ❖ Look up your building's designated evacuation assembly area
- ❖ Complete emergency evacuation training

Questions?

Contact: Chris Yohe, Environmental/Occupational Health and Safety Specialist Lead, Risk Management
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Evacuation Procedures



1. calmly exit the building through the nearest safe exit as quickly as possible; do not attempt to return for personal items
2. Never use elevators during an evacuation
3. Proceed directly to your designated evacuation assembly area and await instructions from emergency responders, such as the police or fire department
4. Inform emergency responders of any known individuals who might still be inside the building
5. If you are unable to exit, proceed to your designated area of rescue assistance, call 911, and wait for emergency responders to arrive
6. Never re-enter the building until emergency responders say it is safe to do so