Departmental Emergency Evacuation Plan

Department of Sociology
1810 Chicago Avenue
May 22, 2007

This is University Police supplemental information to provide department specific emergency procedures. Refer to the Employee Safety Handbook for additional NU safety information.

In the event of fire, hazardous materials release or other hazardous situations requiring emergency response ACTIVATE THE FIRE ALARM BY PULLING AN ALARM PULL STATION AND CALL UNIVERSITY POLICE.

---

EMERGENCY PHONE NUMBERS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police</td>
<td>911</td>
</tr>
<tr>
<td>University Police non-emergency</td>
<td>491-3254</td>
</tr>
<tr>
<td>Department Emergency Contacts:</td>
<td></td>
</tr>
<tr>
<td>Facility Manager: Julia Harris-Sacony</td>
<td>491-2698</td>
</tr>
<tr>
<td>Alternate Facility Manager: Murielle Harris</td>
<td>491-1328</td>
</tr>
<tr>
<td>Department Chair: Mary Pattillo</td>
<td>491-3409</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>491-5201</td>
</tr>
<tr>
<td>Office of Research Safety</td>
<td>491-5581</td>
</tr>
<tr>
<td></td>
<td>(Chemical, Biological or Radioactive safety)</td>
</tr>
<tr>
<td>Department of Risk Management</td>
<td></td>
</tr>
<tr>
<td>Safety</td>
<td>491-3253</td>
</tr>
<tr>
<td>Claims Division</td>
<td>491-5610</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>491-5582</td>
</tr>
</tbody>
</table>

---

CALL UNIVERSITY POLICE & CALMLY STATE:

♦ Your name
♦ The building and room location of the emergency
♦ The nature of the emergency – fire, chemical spill, etc.
♦ Whether injuries have occurred
♦ Hazards present which may affect responding emergency personnel
♦ A phone number near the scene where you can be reached.
University Police on hearing the fire alarm or announcement begin evacuation procedures

- Keep yourself and others calm
- Quickly proceed outside the building (or to the announced “safe location”) using the planned evacuation route.
- Close windows and doors as you leave.
- Help those that need special assistance. The evacuation warden and the alternate evacuation warden will meet at the location of the disabled person in their building to assist with leaving the building.
- Report immediately to the designated “safe area” corner of Clark Street and Chicago Avenue. Check in with Julia Harris-Sacony or Murielle Harris or Sylvia Carlson who will be taking a head count.
- Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

BUILDING SAFETY SYSTEMS

The building at 1810 Chicago Avenue, on Northwestern University, Evanston campus has the following safety systems:

Locate the emergency equipment in your area and know how to use it.

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to University Police. University Police will notify Evanston Fire Department and they will investigate. Evacuation is required anytime the fire alarm system sounds.

Smoke and heat detectors – This will immediately activate the fire alarm system.

Automatic Sprinkler System – This will begin the extinguishment of the fire and immediately send an alarm to University Police. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least
18” of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Facilities Management.

**Emergency Lighting** – This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.

**Fire Extinguishers** – Only NU trained personnel should use fire extinguishers. Always notify University Police, from a safe location, after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.

- **Basement:** End of stairway – dry chemical fire extinguisher
- **1st Floor:** Near front entrance and back exit
- **2nd Floor:** Middle of hallway
- **3rd Floor:** Across room 314

**Manual Alarm pull stations** – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to University Police. After activating the alarm call University Police, from a safe location, to provide additional information. Never block or obstruct these with furniture or equipment.

- **Basement:** None
- **1st Floor:** Near front entrance and back exit
- **2nd Floor:** Opposite men’s washroom
- **3rd Floor:** Across room 314

**First Aid Kit** – For minor injuries not requiring medical attention.

- **1st Floor:** bathroom

**Fire Doors** - Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors University Police on alarm activation.
EVACUATION PERSONNEL

Evacuation Warden: Julia Harris-Sacony; Phone: 1-2698
Alternate Warden: Murielle Harris; Phone: 491-1328
Searcher: Julia Harris-Sacony; Phone: 1-2698
Alternate Searcher: Murielle Harris; Phone: 7-1328
Stairwell Monitor: Julia Harris-Sacony; Phone: 1-2698
Alternate Stairwell Monitor: Murielle Harris; Phone: 491-1328
Handicapped Aide: Julia Harris-Sacony; Phone: 1-2698
Alternate Handicapped Aide: Murielle Harris; Phone: 491-1328
Elevator Monitor: Not Required
Alternate Elevator Monitor: Not Required

Date of Last Evacuation Drill: ________________

Evacuation Drills are to be held annually.
Contact Risk Management to schedule.
Departmental Emergency Evacuation Plan

Department of Sociology
1808 Chicago Avenue
May 22, 2007

This is University Police supplemental information to provide department specific emergency procedures. Refer to the Employee Safety Handbook for additional NU safety information.

In the event of fire, hazardous materials release or other hazardous situations requiring emergency response ACTIVATE THE FIRE ALARM BY PULLING AN ALARM PULL STATION AND CALL UNIVERSITY POLICE.

EMERGENCY PHONE NUMBERS

University Police 911
University Police non-emergency 491-3254
Department Emergency Contacts:
  Facility Manager: Julia Harris-Sacony 491-2698
  Alternate Facility Manager: Murielle Harris 491-1328
  Department Chair: Mary Pattillo 491-3409
Facilities Management 491-5201
Office of Research Safety 491-5581
  (Chemical, Biological or Radioactive safety)
Department of Risk Management Safety 491-3253
  Claims Division 491-5610
  Workers Compensation 491-5582

CALL UNIVERSITY POLICE & CALMLY STATE:

♦ Your name
♦ The building and room location of the emergency
♦ The nature of the emergency – fire, chemical spill, etc.
♦ Whether injuries have occurred
♦ Hazards present which may affect responding emergency personnel
♦ A phone number near the scene where you can be reached.
University Police on hearing the fire alarm or announcement begin evacuation procedures

♦ Keep yourself and others calm
♦ Quickly proceed outside the building (or to the announced “safe location”) using the planned evacuation route.
♦ Close windows and doors as you leave.
♦ Help those that need special assistance. The evacuation warden and the alternate evacuation warden will meet at the location of the disabled person in their building to assist with leaving the building.
♦ Report immediately to the designated “safe area” Corner of Clark Street and Chicago Avenue. Check in with Julia Harris-Sacony or Sylvia Carlson or Murielle Harris who will be taking a head count.
♦ Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

BUILDING SAFETY SYSTEMS

The building at 1808 Chicago Avenue, on Northwestern University, Evanston campus has the following safety systems:

Locate the emergency equipment in your area and know how to use it.

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to University Police. University Police will notify Evanston Fire Department and they will investigate. Evacuation is required anytime the fire alarm system sounds.

Smoke and heat detectors – This will immediately activate the fire alarm system.

Automatic Sprinkler System – This will begin the extinguishment of the fire and immediately send an alarm to University Police. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least
18” of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Facilities Management.

**Emergency Lighting** – This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.

**Fire Extinguishers** – Only NU trained personnel should use fire extinguishers. Always notify University Police, from a safe location, after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.

- **Basement**: End of stairway – dry chemical fire extinguisher
- **1st Floor**: Near seminar room and back door
- **2nd Floor**: Past office 204

**Manual Alarm pull stations** – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to University Police. After activating the alarm call University Police, from a safe location, to provide additional information. Never block or obstruct these with furniture or equipment.

- **Basement**: None
- **1st Floor**: None
- **2nd Floor**: None

**First Aid Kit** – For minor injuries not requiring medical attention.

- **1st Floor above water fountain**

**Fire Doors** - Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors University Police on alarm activation.
Evacuation Personnel

Evacuation Warden: Chas Camic; Phone: 1-5671
Alternate Warden: Carolyn Chen; Phone: 467-4069

Searcher: Chas Camic; Phone: 1-5671
Alternate Searcher: Carolyn Chen; Phone: 467-4069

Stairwell Monitor: Chas Camic; Phone: 1-5671
Alternate Stairwell Monitor: Carolyn Chen; Phone: 467-4069

Handicapped Aide: Chas Camic; Phone: 1-5671
Alternate Handicapped Aide: Carolyn Chen; Phone: 467-4069

Elevator Monitor: Not Required
Alternate Elevator Monitor: Not Required

Date of Last Evacuation Drill: ______________

Evacuation Drills are to be held annually.
Contact Risk Management to schedule.
Departmental Emergency Evacuation Plan

Department of Sociology
1812 Chicago Avenue
May 22, 2007

This is University Police supplemental information to provide department specific emergency procedures. Refer to the Employee Safety Handbook for additional NU safety information.

In the event of fire, hazardous materials release or other hazardous situations requiring emergency response ACTIVATE THE FIRE ALARM BY PULLING AN ALARM PULL STATION AND CALL UNIVERSITY POLICE.

---

**EMERGENCY PHONE NUMBERS**

University Police 911
University Police non-emergency 491-3254
Department Emergency Contacts:
- Facility Manager: Julia Harris-Sacony 491-2698
- Alternate Facility Manager: Murielle Harris 491-1328
- Department Chair: Mary Pattillo 491-3409

Facilities Management 491-5201
Office of Research Safety 491-5581

*(Chemical, Biological or Radioactive safety)*

Department of Risk Management
- Safety 491-3253
- Claims Division 491-5610
- Workers Compensation 491-5582

---

**CALL UNIVERSITY POLICE & CALMLY STATE:**

- Your name
- The building and room location of the emergency
- The nature of the emergency – fire, chemical spill, etc.
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached.
DEPARTMENT OF SOCIOLOGY
BUILDING EVACUATION PROCEDURES

University Police on hearing the fire alarm or announcement begin evacuation procedures

♦ Keep yourself and others calm
♦ Quickly proceed outside the building (or to the announced “safe location”) using the planned evacuation route.
♦ Close windows and doors as you leave.
♦ Help those that need special assistance. The evacuation warden and the alternate evacuation warden will meet at the location of the disabled person in their building to assist with leaving the building.
♦ Report immediately to the designated “safe area” corner of Clark Street and Chicago Avenue. Check in with Julia Harris-Sacony or Sylvia Carlson or Murielle Harris who will be taking a head count.
♦ Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

BUILDING SAFETY SYSTEMS

The building at 1812 Chicago Avenue, on Northwestern University, Evanston campus has the following safety systems:

Locate the emergency equipment in your area and know how to use it.

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to University Police. University Police will notify Evanston Fire Department and they will investigate. Evacuation is required anytime the fire alarm system sounds.

Smoke and heat detectors – This will immediately activate the fire alarm system.

Automatic Sprinkler System – This will begin the extinguishment of the fire and immediately send an alarm to University Police. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least
18” of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Facilities Management.

**Emergency Lighting** – This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.

**Fire Extinguishers** – Only NU trained personnel should use fire extinguishers. Always notify University Police, from a safe location, after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.

1st Floor: Left of entrance and near back exit  
2nd Floor: Straight of stairway and end of hallway  
3rd Floor: Right of stairway

**Manual Alarm pull stations** – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to University Police. After activating the alarm call University Police, from a safe location, to provide additional information. Never block or obstruct these with furniture or equipment.

1st Floor: Left of entrance and left of back exit  
2nd Floor: End of hallway and right of stairway  
3rd Floor: Right of stairway

**First Aid Kit** – For minor injuries not requiring medical attention.

1st Floor: washroom

**Fire Doors**- Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors University Police on alarm activation.
EVACUATION PERSONNEL

Evacuation Warden: Julia Harris-Sacony; Phone: 1-2698
Alternate Warden: Murielle Harris; Phone: 7-3985
Searcher: Julia Harris-Sacony; Phone: 1-2698
Alternate Searcher: Murielle Harris; Phone: 7-3985
Stairwell Monitor: Julia Harris-Sacony; Phone: 1-2698
Alternate Stairwell Monitor: Murielle Harris; Phone: 7-3985
Handicapped Aide: Julia Harris-Sacony; Phone: 1-2698
Alternate Handicapped Aide: Murielle Harris; Phone: 7-3985
Elevator Monitor: Not Required
Alternate Elevator Monitor: Not Required

Date of Last Evacuation Drill: _______________

Evacuation Drills are to be held annually.
Contact Risk Management to schedule.