This is 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.

Lab workers must receive training to distinguish between the types of spills they can handle on their own and those spills that are classified as "MAJOR". Major spills dictate the need for outside help.

---

**EMERGENCY PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police (UP)</td>
<td>456</td>
</tr>
<tr>
<td>UP non-emergency</td>
<td>491-3254</td>
</tr>
<tr>
<td>Program Emergency Contacts</td>
<td>Carmelita 467-2143</td>
</tr>
<tr>
<td>Facility Manager</td>
<td>Carmelita 467-2143</td>
</tr>
<tr>
<td>Alternate Facility Manager</td>
<td>Sarah 491-7323</td>
</tr>
<tr>
<td>Carmelita Rocha, Business Manager</td>
<td>467-2143</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>(Chemical, Biological or Radioactive safety)</td>
<td></td>
</tr>
<tr>
<td>Department of Risk Management</td>
<td>491-3253</td>
</tr>
<tr>
<td>Safety</td>
<td>491-5610</td>
</tr>
<tr>
<td>Claims Division</td>
<td>491-5582</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td></td>
</tr>
</tbody>
</table>

---

**CALL UP & 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.
BUILDING EVACUATION

Upon 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. *(Insert plan for assisting persons in the department who have disabilities)*
♦ Report immediately to the designated “safe area” located in the parking lot behind PAS. Check in with Sarah Vaux or Carmelita Rocha 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 620 Library Place 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 UP and they will investigate. Only between the hours of 2 am and 7am will Evanston Fire Department be automatically dispatched. 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 UP. 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 UP, from a safe location, after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.

1) *East wall next to the Front Entrance*
2) *East wall of 1st floor hallway on the North side of the bulletin board*
3) *NE wall of the kitchen, by the basement door*
4) *East wall of the second floor, between Trina and Carmelita’s offices.*

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

*None*

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

*In bottom right drawer of Sarah Vaux’s desk.*

**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 upon alarm activation.
EVACUATION PERSONNEL

Evacuation Warden: Sarah Vaux  Phone: 1-7323

Alternate Warden: Carmelita Rocha  Phone: 7-2143

Searcher: Rebecca Shereikis  Phone: 1-2598

Alternate Searcher: Richard Joseph  Phone: 1-2595

Stairwell Monitor: Alex Gillies  Phone: 1-2596

Alternate Stairwell Monitor: Trina Gunn  Phone: 1-2594

Aide for Persons with Disabilities: Virginia DeLancey  Phone: 1-7325

Alternate Aide for Persons with Disabilities: Alex Gillies  Phone: 1-2596

Elevator Monitor: Trina Gunn  Phone: 1-2594

Alternate Elevator Monitor: Virginia DeLancey  Phone: 1-7325

Date of Last Evacuation Drill: ____May 2002_______

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