EMERGENCY PROCEDURE
MANUAL

SCOTT HALL

Prepared by the
Scott Hall
Safety Committee

May 2008
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EMERGENCY

FOR ANY INCIDENT REQUIRING EMERGENCY ASSISTANCE
CALL UNIVERSITY POLICE, EXTENSION 911

INJURY
Call University Police at Extension 911 for ambulance or sit-up transportation.

FIRE/EXPLOSION
Pull the nearest fire alarm station
Turn off equipment, close doors and windows
Evacuate the room or area
Call University Police at Extension 911
One person meets and informs emergency responders
Provide assistance as requested

UNIVERSITY POLICE
1819 Hinman Ave.   Emergency 911
Non-emergency 1-3254

SAFETY AND LOSS PREVENTION DIVISION
2020 Ridge Avenue Ave.  1-3253

OFFICE OF RESEARCH SAFETY
Technological Institute, Room NG-71  1-5581
INTRODUCTION

Scott Hall houses a mixture of offices, lounges, auditoriums, mechanical rooms, as well as a historical lounge. Scott Hall is protected by a fire detection and alarm system, fire hose stations, and portable fire extinguishers. Scott Hall does not have an automatic sprinkler system, but the stage and dressing rooms in Cahn Auditorium are protected by a system of automatic sprinklers.

This manual will provide you with basic information you should know concerning emergency response procedures and the building safety systems in Scott Hall. Please read the entire manual, so you will know what to do in the event of safety-related problems and emergency situations. If you have questions regarding this information, consult with your supervisor. Each University building is required to have a safety plan and maintain a Emergency Procedure Manual containing all safety information specific to the building.

For further information on general safety and fire protection, call the Safety and Loss Prevention Division, at 1-3253. For information regarding hazardous materials, call the Office of Research Safety at 1-5581.

UNIVERSITY POLICY REGARDING SAFETY

Northwestern University is committed to providing a safe and healthful environment in which teaching, research, and public service may be pursued. The University is committed to complying with federal, state, and local regulations relating to property standards, employee health and safety, and the protection of the environment.

This policy and the regulations and guidelines implementing it are applicable equally to all students, faculty, staff, and visitors. Each individual is responsible for adhering to this policy.

RESPONSIBILITY FOR SAFETY

DEANS AND DEPARTMENT HEADS

Deans and department heads having facilities and staff in Scott Hall shall see that all supervisors fulfill their obligation to adequately and regularly instruct their staff in proper safety procedures for the work performed under their supervision. This includes the proper action to take in the event of an accident, and to see that all personnel comply with related government regulations and University rules and policies.
SUPERVISORS
All supervisors are responsible for providing a safe work environment for faculty, staff, and students within the building. In addition, supervisory personnel, including instructors and others, shall train their employees and students in the proper procedures necessary to maintain the general safety of the day-to-day operations.

BUILDING MANAGER AND ALTERNATE
The Building Manager is the key person for University Police to call in the event of an emergency situation in Scott Hall after hours. The Building Manager shall develop a telephone tree of persons to call for notification and information for the various departments or areas in the building. Copies of the telephone tree will be given to the Alternate Building Manager, the Safety Committee Chairperson, and any other persons who may have a need for the list. When the Building Manager is called, he/she shall see to the notification of appropriate persons according to the nature of the incident and the areas affected. The Alternate Building Manager shall be called in the event the Building Manager cannot be reached by University Police.

BUILDING SAFETY COMMITTEE
The building’s Safety Committee Chairperson is appointed by mutual consent of the various departments in the building. The committee should meet periodically thereafter to review and update the plan or to consider any new safety problems that may arise.

EVACUATION WARDENS
Departments in Scott Hall work together to maintain an effective evacuation warden program in response to an emergency. Two evacuation wardens per floor are appointed for Scott Hall. Two are required so that if one is away the other can perform the warden duties. Evacuation wardens must be full-time faculty or staff. Wardens should be knowledgeable of general operations and hazards in the building as well as the emergency procedures concerning Scott Hall.

The Scott Hall wardens’ primary responsibility is to sweep the building and inform all persons to leave the area.

Each warden is provided with a fluorescent armband. The armband identifies the warden as someone who is knowledgeable and available to assist building occupants and emergency responders.

SAFETY AND LOSS PREVENTION DIVISION (1-3253)
The Safety and Loss Prevention Division inspects the building and reports safety violations to the Building Manager for correction and/or the Physical Plant when appropriate. The Safety and Loss Prevention Division investigates accidents and handles Worker Compensation claims. The Safety and Loss Prevention Division will assist in developing safety policies and procedures as well as general safety training programs and will provide advice on local and national codes.

UNIVERSITY POLICE (UP) (1-3254)
The University Police responds to emergency calls and alarms to provide assistance and secure the site of the emergency. The UP communications officer summons the fire department and/or ambulance when needed.

OFFICE OF RESEARCH SAFETY (ORS) (1-5581)
ORS is responsible for coordinating the University's overall compliance with the federal OSHA Hazard Communication Standard and the Illinois Toxic Substances Disclosure to Employees Act, which are employee right-to-know laws.

PHYSICAL PLANT DEPARTMENT (1-5201)
Physical Plant maintains the basic building facilities. Physical Plant personnel usually respond to emergencies and assist as needed in evacuation, as well as handling building services and equipment.

THE INDIVIDUAL - YOU
You are responsible for knowing the department safety rules and guidelines and putting them into practice in your work place. If you are to work safely, you must develop a safety oriented attitude. Learn in advance the safety measures pertinent to your work and the emergency response procedures for your department or area.
SCOTT HALL EMERGENCY PLAN

EMERGENCIES
Immediately telephone UP at Extension **911** to report a fire, explosion, injury, or other incident creating an imminent, serious hazard to persons or property requiring an emergency response. When UP is notified, the communications officer will dispatch University Police to the location to assist and will summon the fire department, ambulance, and/or other personnel/equipment as needed. The communications officer will be in continuous radio contact with the responding officers and shall transmit emergency information as necessary to coordinate personnel and equipment.

* 

_IF NO TELEPHONE IS AVAILABLE AND THE NEED FOR_ 
_ASSISTANCE IS URGENT,_ 
_PULL THE NEAREST FIRE ALARM BOX._ 
_IT WILL TRANSMIT TO UNIVERSITY POLICE AND GET HELP_ 
_ON THE WAY._

* 

ASSISTING PERSONS WITH DISABILITIES
Persons with disabilities may need assistance during evacuations. If you need assistance during an emergency, or if someone in your department may need special assistance, you should contact your department’s safety committee representative about developing an evacuation plan. Evacuation wardens should be informed about persons with unique needs, and should be knowledgeable of any special evacuation plans.

BEFORE AN EMERGENCY OCCURS

- **KNOW** the established emergency procedures for your department;
- **KNOW** the locations of fire alarm pull stations in Scott Hall;
- **KNOW** the locations of portable fire extinguishers and how to use the various types;
- **KNOW** two means of egress from your work area and where they lead;
- **KNOW** the hazards of the materials and equipment you are handling and the precautions necessary to work safely with them.

PROCEDURES FOR SUPERVISORS
See the section, *BUILDING SAFETY SYSTEMS*, in this manual for a description of the fire alarm system in Scott Hall and how it works.

1. **On Notification of an Incident.**

   When notified of a fire, explosion, chemical release, or other hazardous situations requiring emergency assistance in his/her immediate area, the supervisor should take the following action, but at no time should a supervisor jeopardize his/her own personal safety.

   a. In Scott Hall, activate the fire alarm when appropriate (fire, explosion, or threat of explosion)

   b. Call University Police at **911** and report the nature and location of the incident. If access to a telephone is obstructed activate the nearest fire alarm.

   c. Direct all occupants to leave the area if evacuation is indicated. Take whatever action is necessary for the safety of any injured persons.

   d. Assist emergency personnel with all information available concerning the incident, its origin, and individuals involved. Remain available to emergency personnel as assistance may be required.

2. **On Hearing an Alarm.**

   a. If the cause of the alarm is not evident, determine the location of the alarm by checking the enunciator panel at the south entrance of Scott Hall.

   b. Proceed as in Steps 1.b through 1.d in the previous section.

**GENERAL FIRE EMERGENCY PROCEDURE**

See the section, *BUILDING SAFETY SYSTEMS*, in this manual for a description of the fire alarm system in Scott Hall and how it operates.

1. **If You Discover or Suspect a Fire.**

   a. In Scott Hall, immediately activate the alarm system by pulling the nearest alarm station. In all cases, call University Police (Extension **911**) and report the exact location of the fire and what is burning. Never assume that someone else has already called.
b. If the fire is contained in a room and no one occupies the room, if possible, close the door to stop the spreading of smoke and heat. If the fire is small, can be easily extinguished and you have been trained how to use a portable fire extinguisher, do so; however, do not take any unnecessary risk in doing this.

c. When firefighters arrive, direct them to the fire and leave the area.

2. Fire Alarm.

   a. If the fire alarm sounds, shut down your equipment, close doors and windows, and leave the building.

   b. Keep low to the floor if smoke is present, and use the nearest exit or stairway. If the stairway or exit is blocked by smoke or fire, go to the planned alternate exit or stairway.

   c. Once outside, stay clear of the building and follow the directions of emergency personnel. Department personnel should meet at designated locations so that all staff can be accounted for.

3. Fire Fighting.

It is not intended that you shall take the place of the fire department. However, if a minor fire occurs that requires only the use of a portable fire extinguisher and you have been trained how to use it, you should cope with the situation quickly and effectively. When fighting a fire, stay low and avoid breathing any more smoke than is necessary. Stay between the fire and the exit to avoid being trapped. Do not stay in any room or area where there is any significant amount of smoke.

Putting water on energized electrical equipment creates a shock hazard. If possible, turn off electrical equipment involved in the fire by turning off the switch or circuit breaker or pulling the plug.

Refer to the list of types of portable fire extinguishers in Appendix A at the end of this manual.


The universal instructions for putting out a clothing fire is to

**STOP, DROP, AND ROLL.**

Immediately stop, drop to the floor, and continue to roll over to extinguish the flames, holding your hands over your face to protect it from flames. A coat, or other similar items may be used to smother the flames, but as soon as the fire is out, remove the covering to release the heat and prevent increasing the severity of
the burns. Get burned areas under cool water as soon as possible. Do not apply creams or other medications.

EVACUATION ROUTES
1. Primary and Alternative Routes.

The primary evacuation route is the nearest means of egress from your area. The alternate route can be used if the primary route is blocked by fire or smoke or is otherwise obstructed. Means of egress to a safe location may be:

   a. Directly outside by a door at ground level
   b. Horizontally through fire doors in a corridor
   c. Vertically by stairways

Memorize your department’s primary and alternate routes. Evacuation wardens may not be available to direct you to the nearest exit, you need to take responsibility for learning the evacuation routes.

2. Elevator and Stairways.

Never use the elevator during emergencies. Use stairways, which are both a means of egress and places of refuge if needed.

3. Meeting Points.

Once you have left the building proceed to your designated meeting point for your group or department.

If you are evacuating Scott Hall or Cahn Auditorium through the northern exits, you should rendezvous with your area or department on the front steps of Searle Hall (University Health Services), 633 Emerson Street.

If you are evacuating Scott Hall or Cahn Auditorium through the southern exits, you should rendezvous with your area or department at either the outer archway at Shepard Hall or Alice Millar Chapel. Please consult your department head for the appropriate rendezvous location.

POWER OUTAGE
If the electrical power goes off in part or all of the building, call the Physical Plant Department during business hours or University Police after hours. Scott Hall has no emergency power source. During a power failure, the fire alarm system will operate on its own battery backup. Main hallways and stairways will have lighting from battery powered emergency lights. Consider keeping a flashlight
located where it could be found easily in the dark or a plug-in, battery operated emergency light in your work place.

TORNADO
If a tornado is seen in the area of Evanston, the City will warn residents by sounding a warning siren. Occupants should go to an inner hallway and/or to the basement until the all clear is determined.

BOMB THREAT
Take any bomb threat seriously and report it immediately to University Police, Extension 911. University Police will decide whether building evacuation or other action is necessary.

If you receive a written bomb threat, do not handle the message any more than necessary, but place it in an envelope to preserve possible fingerprints. If you receive a telephoned threat, note the exact time of the call, and attempt to write down the exact words of the caller. Ask him/her to repeat the information. Get as much information as possible by asking when the bomb is set to explode, what kind of bomb is it, where is it located, what does it look like, etc. Give all of the information to University Police.

INJURY OR ILLNESS
If someone is injured or becomes suddenly ill and requires emergency medical attention, call University Police at Extension 911 and report the location of the victim and the nature of the injury or illness.

Do not move the victim except to protect him/her from a dangerous situation. University Police officers will be dispatched to the scene to assist. The officers have been trained in emergency first aid and cardiopulmonary resuscitation. Paramedics from the Evanston Fire Department will be called if needed. In general, if an injury or illness occurs, take the following steps:

1. Call University Police at Extension 911 for assistance
2. Keep the victim as comfortable as possible
3. Do not move the victim any more than is necessary for his/her safety
4. Never administer liquids to an unconscious victim
5. Do not remove objects that may be embedded in the victim's skin

COMMAND POST
First responders (e.g., UP officers) will establish a command post near Scott Hall depending upon the nature of the emergency. A UP officer is the incident
commander responsible for organizing the emergency response and establishing communications.

If the Evanston Fire Department arrives, the fire department on-scene commander becomes the incident commander and UP officers then assume a support function.

The incident commander will maintain communications and confer with Physical Plant personnel and other persons knowledgeable about the incident. Persons with first-hand knowledge of the circumstances of the incident should report to the command post.

Evacuation Wardens will wear their armbands and gather near the command post (but not so close as to interfere with operations) to await further instructions.

Building occupants who have evacuated should stay near their designated meeting points and away from the command post, unless they have information about the incident, which the commander should know.

TERMINATING THE EVACUATION
When the incident commander has conferred with Physical Plant and other knowledgeable persons, as appropriate, and agreement has been reached that the building is safe for re-entry, it will be announced by a person in authority. Persons authorized to announce re-entry are:

1. Uniformed UP officers
2. Plainclothes UP officers with badges
3. University Emergency Response Team personnel with red, photo identification badges
4. Evanston Fire Department incident commander

These are the only persons who are authorized to announce that it is safe to re-enter the building. These persons will inform the evacuation wardens who are posted at the entrances to the building.

DRILLS
Training drills will be held annually. Drills will be coordinated between the safety committee and the Safety and Loss Prevention Division. Drills help to evaluate the plan, familiarize new occupants with the sound of the alarms, with evacuation routes, and are a training opportunity for evacuation wardens. Personnel from the Safety and Loss Prevention Division will observe drills and will provide an evaluation to the safety committee.

WORKERS’ COMPENSATION
Workers’ Compensation covers employees of the University, including faculty, staff and students working part-time on the University payroll for work related
injury or illness. Students not on the University payroll are under the care of the University Health Services. Anyone doing work for the University who does not meet the prior criteria should contact the Safety and Loss Prevention Division to determine their degree of coverage.

If you have an injury or illness as a direct result of work or a hazardous condition in your work place, report the incident to your supervisor. In addition, you and your supervisor must report the injury or illness to the Safety and Loss Prevention Division. Call the Safety and Loss Prevention Division within 24 hours after an injury occurs, when you first become aware of an occupational illness or as soon as practical. It is important that you report an injury, no matter how small. The Occupational Safety and Health Act and Illinois Workers’ Compensation regulations require that the University report all work-related injuries.

Northwestern University has designated Occupational Medicine Evanston/Glenbrook Association (OMEGA) as the primary medical care facility for work-related injuries and illnesses. They are located at 2050 Pfingsten Road, Suite 360, Glenview, Illinois, (847) 657-7466. The business hours are 7:30 a.m. to 5:00 p.m., Monday through Friday. Use hospital emergency services only in life-threatening situations, e.g., severe chest pains, severe burns, hemorrhaging, severe head injuries, open (compound) fractures and other situations that could be considered life threatening. For life-threatening circumstances, call the University Police. UP will contact the Evanston Fire Department paramedics and direct them to the injured person for treatment and transportation to the hospital emergency room. Injured employees taken to Evanston Hospital shall identify themselves as Northwestern University OMEGA patients. OMEGA will coordinate any follow-up care, if needed, at their Glenview facility.

Do not wait for complication to arise; get treatment as soon as possible. When you receive any invoices for medical services rendered, send them to the Safety and Loss Prevention Division at 2020 Ridge Avenue Avenue, Evanston, IL 60208-1325. For further information on Workers’ Compensation regulations and benefits, call the Safety and Loss Prevention Division, at (847) 491-3253.
BUILDING SAFETY SYSTEMS

FIRE ALARM SYSTEM IN SCOTT HALL
Fire alarm pull stations are located throughout Scott Hall, usually at or near a stairway or exit. When a fire alarm station is pulled or a detector senses high temperature or smoke, an alarm sounds throughout the building. The location of the alarm source is registered on the enunciator at the south entrance. The alarm automatically transmits to University Police. In case of power failure, the fire alarm system is supplied by emergency battery backup. The fire alarm system is silenced and reset only by University Police. Power failure or a malfunction in the system’s wiring will automatically send a "trouble" signal to University Police.

STANDPIPE FIRE HOSES
Fire hoses connected to standpipes are available for the fire department’s use.

FIRE DOORS
Fire doors are used at stairways, in corridors, and at openings in fire walls to prevent the spread of smoke, heat, and fire. If the fire doors are to be effective, they must be closed at all times. Stairways are a place of refuge and a means of egress during a fire. Stairway fire doors must never be propped open.

EMERGENCY LIGHTING
Small emergency lights on battery packs are installed in the main hallways, stairways, and the auditorium, which will turn on automatically and provide adequate light for means of egress if the building’s power goes off.

PORTABLE FIRE EXTINGUISHERS
Portable fire extinguishers of various types are located throughout the building, primarily in hose cabinets. You must be familiar with the types of portable fire extinguishers available and the classes of fire they are effective in extinguishing. Using the wrong extinguishing agent on a fire could scatter or intensify the fire. Each portable fire extinguisher is clearly marked as to which class or classes of fire it may be used to extinguish.
Information on portable fire extinguishers may be requested from the Safety and Loss Prevention Division. See the Appendix A at the end of this manual for a selection guide for extinguishers.

Portable fire extinguishers are required to be stored in specific locations, unobstructed and easily accessible. If a portable fire extinguisher is used, missing, empty, or damaged, report it to Physical Plant as soon as possible and have it replaced.

APPENDICES

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Tornado Procedure  App. E
SCOTT HALL/CAHN AUDITORIUM TELEPHONE TREE

In the event of an emergency, the University Police or the Scott Hall/Cahn Auditorium Building Manager, Garth Miller should contact the persons listed below. If Garth Miller is unavailable, Joe Simonetti should be contacted as the Alternate Building Manager.

Each contact person listed is responsible for notifying each staff member and student (where applicable) within his/her area or department.

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Phone</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Simonetti</td>
<td>(312) 503-5710</td>
<td>(847) 491-2019</td>
</tr>
<tr>
<td>(Alternate Building Manager)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Desler</td>
<td>(773) 262-6328</td>
<td>(847) 491-8430</td>
</tr>
<tr>
<td>Associate Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Student Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pete Dully</td>
<td>(847) 733-1983</td>
<td>(847) 491-3787</td>
</tr>
<tr>
<td>Cahn Auditorium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peggy Graves</td>
<td>(773) 784-3178</td>
<td>(847) 491-2653</td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
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SCOTT HALL/CAHN AUDITORIUM SAFETY COMMITTEE MEMBERS
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Graves</td>
<td>Political Science</td>
<td>491-7450</td>
</tr>
<tr>
<td>Kristen Thomas</td>
<td>Undergraduate Housing</td>
<td>491-7564</td>
</tr>
<tr>
<td>Lesa D’Arcy</td>
<td>Undergraduate Residential Life</td>
<td>491-3541</td>
</tr>
<tr>
<td>Pete Dully</td>
<td>Special Events / Cahn</td>
<td>491-3787</td>
</tr>
<tr>
<td>Margie Roe</td>
<td>Disability Services</td>
<td>491-7458</td>
</tr>
<tr>
<td>Joe Simonetti, Chair</td>
<td>University Housing Administration</td>
<td>491-2019</td>
</tr>
</tbody>
</table>
TORNADO PROCEEDURE

The city government of Evanston is prepared to keep a watchful eye on weather conditions, and to warn the populace of impending tornadoes. This will be done by sounding the Civil Defense sirens, located in six strategic positions throughout the city, for a continuous three-minute unwavering blast. The sirens will be sounded only if a tornado is actually sighted or if the City of Evanston is mentioned on the weather condition receiving radios, as being in the path of an approaching tornado. The University Police will also receive the warning by way of a continuously monitored weather condition receiving radio.

If you are outside when you hear the warning siren, seek inside shelter, preferably in a steel framed or reinforced concrete building of substantial construction. Stay away from windows.

If you are inside a building, go to an interior hallway or other enclosed area away from windows on a lower floor. Avoid going into auditoriums, gymnasiums or other such large rooms where roof collapse may be more likely. In old wooden buildings, such as converted houses, the least hazardous place is in the basement or under heavy furniture in the center of the building away from windows.

In the event of casualties, give first aid to the best of your ability, and notify University Police as soon as possible.

DPS 3-78