Departmental Emergency Evacuation Plan

English Department
1897 Sheridan
April 2006

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

University Police (UP) 911
UP non-emergency 491-3254

Department Emergency Contacts 491-7294 (English Department)
Facility Manager 491-5638 (Kathleen Daniels)
Alternate Facility Manager 491-2706 (Lucy Millman)
Weinberg Facilities Manager 491-2209 (Marv Lofquist)

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

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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 disabled persons in the department)*
Report immediately to the designated “safe area” located by the Rock between University and Harris Halls. Alternate safe area is under the NU Arch at Chicago and Sheridan at the stop lights. Check in with anyone wearing an orange arm band. Report any special situations to this person, i.e., handicap rescue needed.
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 1897 Sheridan 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. 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 extinguishing 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.

A fire extinguisher is located on every floor.

**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.

*There are two manual alarm pull stations on every floor, one by the middle of the hallways and one at the south end of the hallways.*

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

*Location or Emergency Evacuation Map*
Minimal first aid kit in University Hall 215 (contains band aids, alcohol towelettes, antibiotic ointment and tylenol)

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: will be wearing orange arm bands at designated safety zone. (main department offices 215, 020 and 001 will store orange armbands and senior personnel on duty at the time of an emergency will put on armbands and head to designated safe area.

Searcher: Due to the physical layout of University Hall and the fact that the 3rd, 4th floors are primarily faculty offices and 2 small classrooms per floor, the Senior staff person in UH 215, English Department Offices, in charge at time of emergency will do the following:

notify Senior staff member in basement office (UH 020, phone 1-3525) and will also assign searcher duties to 3 staff members in the 2nd floor department office as follows:

Staff member 1 will go to 4th floor to search
Staff member 2 will go to 3rd Floor to search
Staff member 3 will search 2nd and 1st Floor

Senior staff member in basement office will assign searcher duty to a staff member on duty to search basement offices

Stairwell Monitor: The responsibility will be to any professor on each floor of building who is teaching at the time of an emergency. All professors teaching in the university should be aware of safe exit procedures.

Elevator Monitor: The layout of the building on the upper floors is small and stairways are situated close to the elevator. The Stairwell Monitors on 3rd and 4th Floors will be able to stop use of Elevators.

NOTE: Signs are posted at every elevator to use stairways in case of fire. Signs posted by elevators should be amended to read "in case of any emergency, use stairways."
Date of Last Evacuation Drill: ______________

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