Emergency Evacuation Guidelines and Procedures

YOU ARE HERE

Building Safety Systems

Alarm System

EVACUATION ACTIVATED BY:

✠ Audible alarm and visual strobe

✠ Voice (announcement by fire department)

Detectors

When activated, smoke and heat detectors will automatically notify University Police and fire department.

Emergency Lighting

In the event of a loss of power, emergency lighting will aid in safe evacuation.

Sprinklers

If equipped, heat-activated sprinklers are designed to contain the fire and will notify University Police and fire department.

Extinguishers

Know the location of the nearest fire extinguisher. Never block or obstruct fire extinguishers. Report damaged, used, or expired extinguishers to Facilities.

Manual Fire Alarms

Know the location of the nearest fire alarm pull station. Pull down to activate and exit the building. Activation will alert the University Police and fire department.

Fire Doors

Fire doors prevent smoke and fire from spreading. They must be kept shut at all times to provide a safe means of egress,unless fire doors will automatically shut upon alarm activation.

General Safety Procedures

Be Prepared

✓ Remain calm

✓ Remain alert and aware of your surroundings

✓ Be informed about safety guidelines, security procedures, and health and safety resources

✓ Update your emergency contact information

Questions or Concerns?

Contact Us

Chris Yohe

Environmental Health and Safety

Office of Risk Management

chris.yohe@northwestern.edu

(847) 497-6342

Learn more

Scan QR codes below

Evacuation Program

"How You Can Prepare"

Northwestern

Building Information

Tech – 2145 Sheridan Road
Ford– 2133 Sheridan Road
Building Manager – Deirdre Dennett 312-350-8507
Rescue Assistance: For those who cannot evacuate, describe the designated area of rescue assistance, i.e. designated stairwell or in anoffice behind a closed door

Phone Numbers

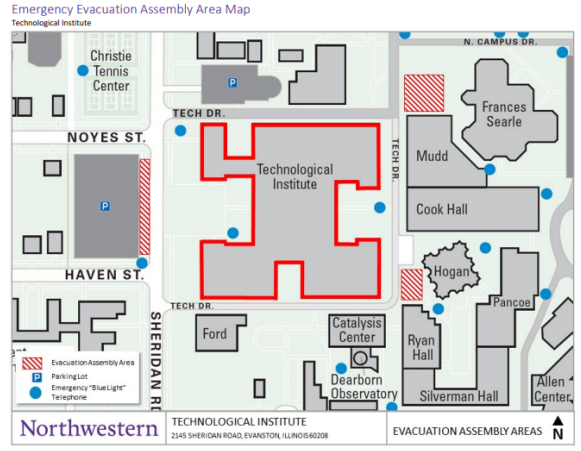### All emergencies

Dial 911 from any phone

Non-emergencies

Dial *456* from any campus phone to reach the University Police

(312) 503-3456 Chicago University Police

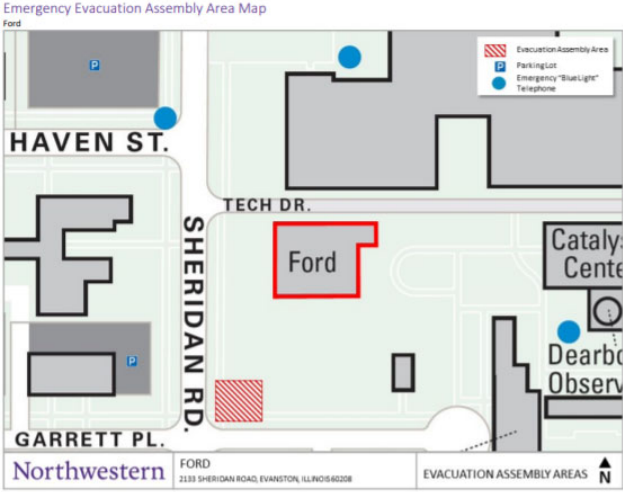*(847) 491-3456* Evanston University Police

Evacuation Assembly Area TECH

Emergency Evacuation Assembly Area Map
Technological Institute

Emergency Evacuation Assembly Area Maps
Evanston Campus – Academic, Research, Athletics, and Office Buildings
Risk Management ● February 2021
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Do not use elevators during an evacuation

Evacuation Assembly Area FORD

Emergency Evacuation Assembly Area Map
Ford

Evacuation Assembly Area FORD

All faculty, staff, students and visitors in Ford should be directed to the Garrett parking lot (aka Northwestern Place) south of Ford, east of Sheridan Road.

Emergency Procedures

Medical Emergency

CALL FOR HELP

- If trained, administer CPR and AED as appropriate
- If not trained, stay clear
- Direct first responders to scene
- Re-enter only when directed

Hazardous Materials

EVACUATE

- Alert people in immediate area to evacuate
- Unless trained, do not attempt to clean spill
- If personally contaminated, seek eye wash/emergency shower as appropriate

Tornado

SEEK SHELTER

- Seek shelter inside
- Move to lowest interior space of building away from windows
- Crouch near floor or under heavy well supported metal objects
- Monitor official weather sources

Natural Gas Leak

STAY CLEAR

- Leave area and go to exterior location
- Do not operate any electrical devices or equipment with open flames
- Re-enter only when directed

Emergency Procedures

Fire

EVACUATE

- Activate fire alarm, proceed to nearest exit
- Assist persons with disabilities
- Meet at assembly area
- Account for individuals
- Re-enter only when directed

Suspicious Activity

REPORT, STAY CLEAR

- Always report suspicious or unusual activity to University Police or local law enforcement
- Do not touch or disturb unknown or suspicious items
- Secure belongings and assets

Active Shooter

RUN, HIDE, FIGHT

- Evacuate if a safe route is available
- If unsafe to escape:
  - ✓ Seek protection
  - ✓ Lock or barricade door
  - ✓ Stay behind solid objects
  - ✓ Silence your cell phone, remain quiet
  - ✓ Follow police direction

Power Outage

EVALUATE

- Secure experiments
- Isolate hazardous areas to prevent harm and/or evacuate building as necessary
- Report persons trapped in elevators