

Emergency Evacuation Plan

This is your departmental emergency evacuation plan. This document must be reviewed and updated, if necessary, at least annually. Plans must be distributed to all employees within the department and stored in a place (electronically or physically) where all employees within the department can access it at all times. If you have questions regarding your emergency evacuation plans, contact Environmental Health and Safety (EHS) at ehs@northwestern.edu.

Date Prepared		Date of Last Review		Date of Last Exercise	
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Section 1 Building Information

Building Name	Department	Floor
Building Address		

Section 2 Safety Information

Building Fire Safety Systems (check all that apply)	Evacuation Alarm System (check all that apply)
Smoke/Heat Detection <input type="checkbox"/> Carbon Mon. Detection <input type="checkbox"/> Sprinkler System <input type="checkbox"/>	Visual Strobes <input type="checkbox"/> Audible Horns <input type="checkbox"/> Voice (Fire Department) <input type="checkbox"/>
Designated Assembly Area(s)	
Area(s) of Rescue Assistance	
Critical Operation Shutdown Procedures	

Section 3 Emergency Contacts

Dial 911 from any phone for all emergencies

	Evanston Campus	Chicago Campus
Northwestern EHS and Risk Management	Northwestern Police <small>(non-emergency)</small>	Northwestern Police <small>(non-emergency)</small>
Environmental Health and Safety <input type="text" value="(847) 491-4936"/>	<input type="text" value="(847) 491-3456 or 456 from any campus phone"/>	<input type="text" value="(312) 503-3456 or 456 from any campus phone"/>
Insurance Claims <input type="text" value="(847) 491-4334"/>	Northwestern Facilities Operations	Northwestern Facilities Operations
Workers' Compensation <input type="text" value="(847) 491-5582"/>	<input type="text" value="(847) 491-5201"/>	<input type="text" value="(312) 503-8000"/>
General Inquiries <input type="text" value="(847) 467-7795"/>	Northwestern Research Safety	Northwestern Research Safety
	<input type="text" value="(847) 491-5581"/>	<input type="text" value="(312) 503-8300"/>
	City Police Department <small>(non-emergency)</small>	City Police Department <small>(non-emergency)</small>
	<input type="text" value="(847) 866-5000"/>	<input type="text" value="(312) 746-6000"/>
	City Fire Department <small>(non-emergency)</small>	City Fire Department <small>(non-emergency)</small>
	<input type="text" value="(847) 448-8191"/>	<input type="text" value="(312) 745-3705"/>

Section 4 Emergency Reporting Procedures

In the event of fire, hazardous materials release, or other hazardous situation requiring emergency response activate the fire alarm by pulling an alarm pull station, evacuate the building, and call 911*

When reporting an emergency, calmly state:

✓ Your full name and department ✓ Nature of the emergency (fire, smoke, chemical spill, etc.) ✓ Hazards present which may affect emergency responders	✓ Building and room location of the emergency ✓ Any injuries that have occurred as a result of the emergency ✓ Phone number that can be used to contact you
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* If you are unsure if the situation you are experiencing is an emergency, it is always best to call 911 and let them make a determination after you have given them all of the above details.

