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 Date of Last Prepared Review Exercise								
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 Carbon Mon. Sprinkler Visual Strobes Horns	Voice (Fire Department)							
Designated Assembly Area(s)								
Area(s) of Rescue Assistance								
Critical Operation								
Shutdown Procedures								
Section 3 Emergency Contacts Evanston Campus	Chicago Campus							
Section 3 Emergency Contacts	Chicago Campus (312) 503-3456 or 456 from any campus phone							
Section 3 Emergency Contacts Dial 911 from any phone for all emergencies Northwestern Police (847) 491-3456 or	(312) 503-3456 or							
Section 3 Emergency Contacts Dial 911 from any phone for all emergencies Northwestern Police (847) 491-3456 or 456 from any campus phone Environmental (847) 491-4936 Northwestern (847) 491-5201	(312) 503-3456 or 456 from any campus phone							
Section 3 Emergency Contacts Dial 911 from any phone for all emergencies Northwestern Police (847) 491-3456 or 456 from any campus phone Environmental Health and Safety (847) 491-4936 Insurance Claims (847) 491-4334 Northwestern (847) 491-5581	(312) 503-3456 or 456 from any campus phone (312) 503-8000							
Section 3 Emergency Contacts Dial 911 from any phone for all emergencies Northwestern EHS and Risk Management Environmental Health and Safety Insurance Claims (847) 491-4936 Northwestern Police (non-emergency) Northwestern Facilities Operations Northwestern Facilities Operations Northwestern Research Safety (847) 491-5581 City Police Department (847) 866-5000	(312) 503-3456 or 456 from any campus phone (312) 503-8000 (312) 503-8300							
Section 3 Emergency Contacts Dial 911 from any phone for all emergencies Northwestern EHS and Risk Management Environmental Health and Safety Insurance Claims Workers' Compensation General Inquiries (847) 491-5582 City Police Department (non-emergency) (847) 491-5581 City Fire Department (non-emergency) (847) 498-8191	(312) 503-3456 or 456 from any campus phone (312) 503-8000 (312) 503-8300 (312) 746-6000							
Section 3 Emergency Contacts Dial 911 from any phone for all emergencies Northwestern Police (847) 491-3456 or 456 from any campus phone Environmental Health and Safety (847) 491-4936 Insurance Claims (847) 491-4334 Workers' Compensation (847) 491-5582 General Inquiries (847) 491-5582 General Inquiries (847) 491-5795 Section 4 Emergency Reporting Procedures	(312) 503-3456 or 456 from any campus phone (312) 503-8000 (312) 503-8300 (312) 746-6000 (312) 745-3705							
Section 3 Emergency Contacts Dial 911 from any phone for all emergencies Northwestern Police (847) 491-3456 or 456 from any campus phone Environmental Health and Safety (847) 491-4936 Insurance Claims (847) 491-4334 Workers' Compensation (847) 491-5582 General Inquiries (847) 491-5582 City Police Department (847) 498-8191 City Fire Department (847) 448-8191	(312) 503-3456 or 456 from any campus phone (312) 503-8000 (312) 503-8300 (312) 746-6000 (312) 745-3705							
Section 3 Emergency Contacts Dial 911 from any phone for all emergencies Northwestern EHS and Risk Management Environmental Health and Safety Insurance Claims Workers' Compensation General Inquiries (847) 491-5582 General Inquiries (847) 491-5582 City Police Department (non-emergency) City Fire Department (non-emergency) City Fire Department (non-emergency) City Fire Department (non-emergency) Section 4 Emergency Reporting Procedures In the event of fire, hazardous materials release, or other hazardous situation requiring emergency response a	(312) 503-3456 or 456 from any campus phone (312) 503-8000 (312) 503-8300 (312) 746-6000 (312) 745-3705							

* 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

Phone number that can be used to contact you

Hazards present which may affect emergency responders

after you have given them all of the above details.

Sec	Section 5 Building Evacuation Procedures						
	Prior to evacuation		Upon hearing alarm or announcement to evacuate				
✓	Know all exits so an alternate exit can be used in the event the closest	✓	Immediately proceed towards the nearest exit/stairwell.				
	one is not useable.	✓	Do not use elevators when evacuating the building.				
✓	Know all assembly areas and routes to the assembly areas.	✓	If you are able, help those who need evacuation assistance.				
✓	Indentify occupants who are unable to exit on their own and require	✓	Close windows and doors as you leave, if possible.				
	rescue assistance.		Continue to the ground floor or other available exit and leave the				
✓	✓ Indentify areas of rescue assistance		building.				
(designated stairwells if posted or in an office).		✓	Move away from the building and proceed to your assembly area.				
✓	✓ Establish a plan for occupants who require rescue assistance.		Check-in at your assembly area and await instructions from emergency response authorities.				
		✓	Do not re-enter the building until emergency response authorities				
			indicate it is safe to do so.				
Add	itional Evacuation						
Prod	cedures						

Procedures			
Section 6 Evacuation Team			
	Evacuation Co	mmittee	
Name	Department	Phone	Email
	1,77		
	Evacuation W	/ardens	
Name	Dept / Floor / Suite	Phone	Email
Nume	Depty Floor y suite	Thone	Email
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