

EMERGENCY RESPONSE AND BUILDING SAFETY SYSTEMS MANUAL

in the

**NORTHWESTERN UNIVERSITY
SCHOOL OF LAW BUILDINGS**



**FOR ANY INCIDENT REQUIRING EMERGENCY ASSISTANCE
CALL 911.**

**IF NO TELEPHONE IS AVAILABLE AND NEED FOR ASSISTANCE IS URGENT,
PULL THE NEAREST FIRE ALARM BOX.
IT WILL TRANSMIT TO UNIVERSITY POLICE AND GET HELP ON THE WAY.**

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Evacuation procedure quick list

- When the need to evacuate a building arises, a general procedure should be followed in order to encompass most of the threats that would require an evacuation.

- What should you, as an individual, do? Upon hearing an alarm signal or notice of the need to leave the building. The individual should...

1. **Immediately begin towards the nearest exit/stairwell (not elevator).** Prior to this, the individual should be aware of all available exits so an alternative exit can be used in the event the closest one is not useable.

a) A designated warden or searcher should check their areas to advise people to leave. The warden should then make their way to the exits once their areas are clear.

2. **Continue to the ground floor or other available exit and exit the building.** In high rise buildings, individuals should be aware that speed of descent in stairwells may slow down due to the large number of people in the stairwells.

3. **Once the individual has exited the structure, move away from the building to the rally point.** A rally point is a predetermined location away from the building that people in a department can meet to ensure all individuals have exited the building.

4. **Once at the rally point, stand by and wait for further instructions.** Further instructions should only come from authority figures such as Police or Fire Department. These instructions can come as an all clear to re-enter the building or a direction to move further away to another location.

Individuals unable to exit

- **An individual who is unable to exit a building during an evacuation has options.**

Note: It is important to meet with persons who have mobility issues prior to any evacuation and have a plan in place so that individual will be aware of what will happen in the event of an evacuation.

1) **Any searcher or warden who comes upon a person who cannot exit a floor or negotiate a stairwell should shelter that person in place.**

a) Shelter in place simply means moving the person having difficulty to a location away from the threat. In an office behind a closed door or in an “area of rescue assistance” are options.

2) **Once that person is “sheltered”, the searcher/warden should continue exiting the building.** Once outside, the searcher/warden should contact emergency response personnel and notify them of where the individual is and the nature of the problem.

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I. INTRODUCTION

This manual will provide you with some of the basic information you should know concerning emergency response procedures and the building safety systems in the School of Law buildings. Please read the entire manual so you will know what to do about safety related problems and how to respond to emergency situations. If you have questions regarding the information in this manual, consult with your supervisor. For further information on general safety and fire protection, call the Division of Safety and Risk Management at 1-5610. For information regarding hazardous chemicals, biological agents, carcinogens, radioactive materials, hazardous waste disposal, and other matters involving hazardous materials, call the Office of Research Safety at 3-8300.

II. 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 further 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 the policy and the regulations and guidelines.

III. RESPONSIBILITY FOR SAFETY

A. THE INDIVIDUAL - YOU

Individual employees are responsible for learning and putting into practice the University's safety rules and guidelines. *In advance of any emergency, learn the location of the nearest exit, alternative exit, fire extinguishers and fire alarms.* Learn in advance what you can of the properties, hazards, and safety measures pertinent to the materials and equipment you will use. Always include safety considerations in planning and performing your work, and know the established emergency procedures. In addition, you should take responsibility for notifying the appropriate office or person if you are aware of a potentially dangerous situation that should be corrected.

B. OFFICE OF ADMINISTRATIVE SERVICES

The Dean, through the School of Law's Office of Administrative Services, is responsible for providing a safe work place for faculty, staff, and students within the School of Law. The Office of Administrative Services is responsible for ensuring that supervisory personnel train their employees and students in the proper procedures necessary to maintain the general safety of day-to-day operations. The Director of Facilities or the Dean for Administration will be the initial contact person responsible for notifying key persons in the event of an emergency or evacuation.

During business hours, Administrative Services will be responsible for notifying the Dean's Office, University Police and Facilities Management on emergency response, fire, tornado, chemical spills and crime notices. In the event of an

emergency during non-business hours, the University Police will contact the Dean and/or Director of Facilities who will see to the notification of the appropriate persons according to the nature of the incident and the areas affected.

The Office of Administrative Services is also responsible for the following:

1. Providing any necessary personal protective equipment and enforcing the required use of such equipment.
2. Providing written procedures for safe operation and emergencies.
3. Providing required warning signs in appropriate places.
4. Sending copies of accident reports to the Safety Division where appropriate.
5. Maintaining full compliance with all federal, state, and local regulations regarding general safety and handling hazardous materials.
6. Ensuring that emergency phone numbers are posted in School directories and other informational areas.
7. Distributing this manual to all employees through departmental supervisors.
8. Hold semi-annual meetings with Floor Captains to review emergency response plans and update as necessary.
9. Coordinate periodic evacuation drills in cooperation with the Safety Division.

C. UNIVERSITY POLICE ("U.P.")

The University Police ("U.P.") Extension 911 for emergencies and Extension 456 for non-emergencies) respond to emergency calls and alarms to provide assistance and control at the site of an emergency. The U.P. communications officer summons the fire department or ambulance when needed. The responding officers may provide emergency first aid and sit-up transportation to the emergency room in cases where paramedics are not required.

D. DIVISION OF SAFETY AND LOSS PREVENTION

The Office of Risk Management ("Safety") operates under the University's Risk Manager. Safety inspectors inspect the public and service areas of the School of Law buildings and will report safety violations in need of correction to Administrative Services and/or the Physical Plant Department where appropriate. Safety also investigates accidents and handles Worker's Compensation claims for occupational injuries and illnesses to employees. Safety has assisted the School of Law in developing these safety policies and procedures, and will provide advice on general safety training programs, local and national codes related to facilities, materials handling, storage, and fire protection.

E. FACILITIES MANAGEMENT DEPARTMENT

The Facilities Management Department maintains the basic building facilities, including fire extinguishers and fire hoses, the building fire alarm system, ventilation systems, and electrical and piping systems throughout the building. Facilities Management personnel respond to emergencies to assist as needed in evacuation and handling building services and equipment.

IV. LAW SCHOOL BUILDINGS EMERGENCY PLANS

Immediately notify the Police (911) of a fire, explosion, injury, bomb threat, or other incident requiring emergency assistance or creating an imminent, serious hazard to persons or property. When University Police are notified, the communications officer will dispatch campus police to the location to assist and will summon the fire department, ambulance, and/or other personnel or equipment as needed. The communications officer also will be in continuous radio contact with the responding officers and can transmit emergency information quickly as necessary to coordinate personnel and equipment.

A. GENERAL FIRE EMERGENCY PROCEDURE

1. If you discover or suspect a fire.

- a. If the fire is in a room and no one is in the room, try to close the door to retard the spread of smoke and heat. If the fire is small and can be easily extinguished and you have been trained in how to use a portable fire extinguisher, do so, but do not take any unnecessary risk in doing this. If smoke or fumes are present, leave the area immediately.
- b. Pull the nearest alarm station. Call 911, and tell the officer the exact location of the fire and what is burning. Don't assume that someone else has called. Pull stations are located in Levy Mayer, McCormick and floors 1-4 of the Rubloff building.

2. Upon Hearing an Alarm or After Discovering a Fire and Alerting University Police

- a. If the fire alarm sounds or if you have discovered a fire and alerted public safety as described above immediately leave the building. Faculty teaching classes should instruct students to evacuate in the event of an alarm.
- b. Leave the building. Keep low to the floor if smoke is present, and use the nearest exit or stairway. **Do not use an elevator during a fire emergency.** If the stairway or exit is blocked by smoke or fire, go to your planned alternate exit or stairway. Do not exit into the School of Law courtyard.
- c. After you are outside, stay clear of the building and follow the directions of emergency personnel. If you discovered the fire, remain long enough to give directions to fire fighters when they arrive. All Law School faculty, staff and students should gather at Lake Shore Park on Chicago Avenue so that everyone can be accounted for. Occupants of the McCormick building and the south portion of Rubloff should take the safest route to the park.

B. FIRE FIGHTING

It is not intended that you will 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 in how to use it, you should know how to cope with it quickly and effectively. When fighting a fire, stay low and do not breathe any more smoke than is necessary. Avoid exposure to extreme heat. 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 or where other toxic vapors may be present.

Do not use water on flammable liquid or grease fires. Using water on these can cause spattering or explosive spreading of the fire. 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 by pulling the plug.

For flammable liquid, grease, or electrical fires, use a carbon dioxide, dry chemical, or multipurpose dry chemical portable fire extinguisher.

C. BOMB THREAT

Take any bomb threat seriously, and report it immediately to Emergency Response Services (911). Building evacuation or any other action taken will be decided by University Police.

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 a bomb it is, where it is located, and what it looks like. Give all of the information you have been able to get to University Police when you call.

D. INJURY OR ILLNESS

If someone is injured or becomes suddenly ill and requires emergency medical attention, call 911 and tell the communications officer the location of the victim and the nature of the injury or illness. 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 Chicago Fire Department will be called if needed.

In general, if an injury or illness occurs, take the following steps:

1. Call 911 for assistance.
2. Keep the victim as comfortable as possible.
3. Do not move the victim except to protect him/her from a dangerous situation.
4. Never administer liquids to an unconscious victim.
5. Do not remove objects that may be imbedded in the victim's skin.

E. TORNADO

Although tornadoes tend to fizzle out as they approach the lake, this area is still subject to very strong winds that uproot trees, break out windows, and damage

roofs. In the event of a tornado warning or high winds, people need to move away from windows to avoid being injured by flying glass. It is best to move into a hallway or windowless area.

F. POWER OUTAGE

In the event of a power outage, it may be difficult to maneuver in the dark and normal equipment and facilities operations may be interrupted. Although exit signs and some emergency lighting in stairways and corridors will stay on, other areas may be dark. Consider keeping a flashlight or a plug-in, battery-operated emergency light somewhere that it can be found easily in the dark.

G. CLOTHING FIRE

The universal instruction for putting out a clothing fire is to **STOP, DROP, AND ROLL**. Immediately stop, drop to the floor, and roll over and over to extinguish the flames, holding your hands over your face to protect it from the flames. A blanket, coat, or other such item may be used to smother the flames, but as soon as the fire is out, remove the cover 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, but get help without delay.

V. WORKER'S COMPENSATION

Employees of the University, including faculty, staff, and students working part-time on the University payroll, are covered under Worker's Compensation for work related injury or illness. Students not on the University payroll are under the care of the Student Health Center. In certain special cases, a student or other person doing work for the University and receiving a stipend from departmental funds or a contributing outside organization might be classified by law as an employee of the University for Worker's Compensation purposes.

If you are injured or become ill as a direct result of work you are doing or a hazardous condition in your work place, you must report the incident to your supervisor. Also, you or your supervisor must report the injury or illness to the Safety Division on the Evanston campus at 1-3253 within 24 hours after the injury occurs or after first becoming aware of an occupational illness or as soon thereafter as practical. It is important that you report any injury, no matter how small. The regulations of the Occupational Safety and Health Act and Illinois Worker's Compensation require that injuries be reported.

For emergency treatment, employees should go to the Northwestern Memorial Hospital emergency room. If emergency transportation is required, call 911. Do not wait for complications to arise; get treatment as soon as possible. For follow-up treatment or non-emergency treatment, you may go to any physician or hospital of your choice. All invoices for medical services rendered should be sent to the Office of Risk Management at 1819 1/2 Hinman Avenue, Evanston, as soon as they are received. Northwestern University has designated Northwestern Memorial Corporate Health, Galter Pavilion, 201 East Huron Street, 9th floor - Suite #240, Chicago, IL, (312) 926-8282, as the primary care facility for work-related injuries and illnesses. This facility is set up for emergency and extended care and is well staffed

and equipped to provide University employees with superior medical services.

VI. BUILDING SAFETY SYSTEMS

A. FIRE ALARM SYSTEMS

The Rubloff and Gary-Coon buildings share the same fire alarm systems. McCormick and Levy Mayer have separate systems. Pull stations are located in Levy Mayer, McCormick and floors 1-4 in the Rubloff building. A fire alarm system may be activated by a pull station, by a detector, or by activation of a sprinkler system or standpipe hose. An activated fire alarm system will transmit automatically to University Police and to the Chicago Fire Department. The fire alarm system is silenced and reset by the fire department after the cause of the alarm has been determined. In case of power failure, the fire alarm systems are supplied by an emergency power source. Mechanical failure of a part of a fire alarm system or a power outage will transmit a "trouble" signal to University Police. They will then notify Facilities Management to determine the cause of the problem.

B. AUTOMATIC SPRINKLER SYSTEMS

The purpose of the sprinkler system is to detect the fire by temperature, give the alarm, and quickly extinguish the fire. Individual sprinklers will open only where the temperature reaches the prescribed setting. Experience has revealed that most fires are extinguished by operation of only one or two sprinklers. Sprinklers must always be kept clear of high piled storage or equipment. At least 18 inches clear space must be allowed 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 Administrative Services.

1. McCormick and Levy Mayer: In McCormick, only the print shop and other rooms along the south basement corridor are protected by automatic sprinklers. When a sprinkler operates, it will initiate a fire alarm in McCormick and Levy Mayer. The annunciator panel at the McCormick entrance will show "water flow". In Levy Mayer, only the basement locker room is protected by sprinklers that are an extension of the Rubloff system and alarm at the Rubloff panel.

2. Rubloff and Gary-Coon: This complex is protected by a complete system of automatic sprinklers except electrical transformer rooms, which have only smoke and heat detectors. The chrome disk covering a recessed sprinkler in the ceiling will pop off when the temperature at the disk reaches 135 degrees Fahrenheit. The sprinkler itself will release water when the temperature at the device reaches 165 degrees. When a sprinkler operates, it will initiate a fire alarm, and the fire pump in the basement will automatically turn on to provide adequate

water pressure and volume for the sprinklers. As a precaution, unauthorized closing of a water valve on the sprinkler system will trip a tamper switch and send a trouble signal to University Police.

A special dry pipe sprinkler system is provided for Rare Book Rooms 224 and 225. The system operates as a backup to the Halon 1301 fire extinguishing systems in the two rooms in case the halon does not control the fire. When the halon system operates, it trips a valve that lets water into the sprinkler system, but the water is not released into the room unless the temperature at the ceiling reaches 165 degrees.

D. STANDPIPE FIRE HOSES

Fire hoses connected to standpipes are available for fighting a fire that might be too extensive to be extinguished by using a portable fire extinguisher. The building fire hoses are for use by a trained fire brigade or the fire department. If a fire has intensified or spread such that a hose is needed, occupants should leave the building and let the fire department cope with it. If water for a standpipe hose is turned on, it will initiate a fire alarm. If a hose is found to be wet or damaged, the nozzle missing, or the valve leaking, report it promptly to Facilities Management.

E. PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers of various types are located throughout the complex. Everyone should be made familiar with the type or types of portable fire extinguishers available and the class or 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. Most extinguishers in the public areas are small multi-purpose dry chemical extinguishers, which may be used on any class of fire. Some locations may have pressurized water extinguishers, which may not be used on flammable liquid or energized electrical equipment. Information on portable fire extinguishers may be requested from the Safety Division. Supervisors also may request training with portable fire extinguishers for their personnel.

Portable fire extinguishers are required to be kept in specific locations, either in cabinets or mounted on wall brackets, unobstructed and easily accessible. Report missing, empty, or damaged extinguishers to Administrative Services as soon as possible. If a portable fire extinguisher is used, do not return it to its cabinet or bracket. Call Administrative Services and have it replaced as soon as possible.

F. FIRE DOORS

Fire door assemblies are specially constructed doors and frames that are rated to withstand fire for a specific length of time. They 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 kept closed at all times, unless they are held open by electromagnets that release the doors to close on activation of the fire alarm system. Stairways are a place of refuge and a means of egress during a fire, and stairway fire doors must not be propped open. If a door needs the closer adjusted or if the door will not close completely for some other reason, report it promptly to Administrative Services.

G. POWER FAILURE

In the event of a power failure, exit signs and emergency lights will be lit in all buildings and stairwells. Fire alarms will remain active with backup power.

VII. SPECIAL INSTRUCTIONS FOR SUPERVISORS

*****NOTE: AS PART OF THEIR TRAINING, LIBRARY PERSONNEL WILL BE INSTRUCTED BY THEIR SUPERVISORS IN THE PROPER PROCEDURE FOR EMERGENCIES IN THE LIBRARY. RUBLOFF SUPERVISORS SHOULD KEEP THE ALARM CODE LIST READILY AVAILABLE AND BE PREPARED TO TAKE ADDITIONAL INVESTIGATIVE ACTION AS DESCRIBED BELOW SHOULD THE ALARM SOUND.*****

- A.** Individual employees are expected to be responsible for learning the emergency evacuation procedures. However, in order to ensure that individuals are aware of emergency situations and in order to assist visitors or those who are unable to assist themselves in the event of an emergency, department managers and Floor Captains should be knowledgeable in the general operations and hazards as well as the emergency procedures in their respective departments. The Library will develop its own system and communicate that system to its staff. Department managers and Floor Captains will help ensure that everyone is evacuated safely in the event of an emergency.
- B.** In advance of any emergency, supervisors should be sure that all staff are aware of the nearest exit and alternative exit from each floor or office and of the location of all fire extinguishers in their area, and the proper gathering place at which to meet after evacuating a building in the event of an emergency so that a head count can be taken. Training should be the responsibility of the supervisor.
- C.** In advance of any emergency, supervisors and Floor Captains should be able to identify any faculty, staff or students who may need special assistance during an emergency and together they will identify plans for providing such assistance if needed.
- D. Procedures for Supervisors in the Event of an Emergency:** If it is possible to do so safely, supervisors and Floor Captains will check their respective areas to be sure everyone is aware of the alarm and is evacuating the building, and then they will exit promptly. If safely possible, supervisors and Floor Captains will assist any individuals who need help evacuating the building. If supervisors and Floor Captains are aware of individuals still in the building who may need help, they should contact emergency response personnel (at the fire command center at the Chicago Avenue entrance to Rubloff or at the Superior Avenue entrance to the McCormick building) and inform them of the location and specific need of such

person. Supervisors and Floor Captains should proceed to Lake Shore Park and seek to verify the presence of each person from their floor or office. If concerns are raised about any missing individuals, those concerns should be expressed immediately to emergency response personnel. **At no time should anyone jeopardize his/her own personal safety to accomplish these tasks.**

- E. Special Investigative and Evacuation Procedures for Library and Rubloff Personnel:** In all buildings, the actual alarm will be an unmistakable horn. However, in the Rubloff Building and in all portions of the Library, pre-alarm chimes may sound in advance of an actual alarm alerting people to a problem and warning them that evacuation may be necessary. Rubloff supervisors and Library Staff have additional responsibilities when they hear these pre-alarm chimes. As part of their training, Library staff should be given special instructions by their supervisors for investigating and reacting to the pre-alarm chimes in the Library. Floor Captains in Rubloff who hear the chimes should use their alarm code list and seek to find the cause of the alarm. If they identify a situation that requires evacuation, they should alert people in their area to begin evacuating without waiting for the actual alarm to sound. If safely possible, they also should notify University Police at extension 456 to tell them what they have discovered.



In accordance with the Law School's Emergency Evacuation Plan

Designated Floor Captains:

Building & Floor	Name	Alternate
Levy Mayer Basement	Jason Kaiser	Jane Brock
Levy Mayer 1	Jason Kaiser	Jane Brock
Levy Mayer Mezzanine	Ryan Soard	Kerri Gravlin
Levy Mayer 2	Michael Cooper	Juana Haskins
Levy Mayer 3	Shona Bonds	Mary Finn
Levy Mayer 4	Kelly Obenauer	Jaime Ziegler
Levy Mayer suite 124	Sheetom Ashbrook	Shahab Tabatabaiejad
McCormick Basement	Bill Haydasz	Christel Bridges
McCormick 1	Ping Ng	Bill Haydasz
McCormick 166 & 125	Angie Roberts	Nikki Green
McCormick 2	Ryan Ingebritson	Chris Puente
McCormick 3	Jill Brislin	Jared Patch
Rubloff 1	Charlene Ruell	Sarah Arimoto-Mercer
Rubloff 2	Abby McCullough	Cristina Barragan
Rubloff 3	Jacqueline Reise	Juana Haskin
Law Library	Eloise Vondruska	Audrey Huff
Rubloff 5	Derek Gundersen	Maryanne Martinez
Gary 2	Tim Jacobs	Jane Brock
Rubloff 8	Armando Santana	Shericka Pringle Jackson

