

**EMERGENCY RESPONSE AND BUILDING SAFETY SYSTEMS MANUAL**

**in the**

**NORTHWESTERN PRITZKER  
SCHOOL OF LAW BUILDINGS**

**Northwestern**  

---

**PRITZKER SCHOOL OF LAW**

**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.**

*February 19, 2018*

### *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 moving 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.** The rally point on the south side is the Abbott parking lot, and the rally point on the north side is the Lake Shore Park. It is important that you cross the street, away from the buildings.

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. Stairwell landings are areas of rescue assistance.

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.

## TABLE OF CONTENTS

- I. INTRODUCTION
- II. UNIVERSITY POLICY REGARDING SAFETY
- III. RESPONSIBILITY FOR SAFETY
  - A. THE INDIVIDUAL - YOU
  - B. OFFICE OF ADMINISTRATIVE SERVICES
  - C. UNIVERSITY POLICE ("U.P.")
  - D. DIVISION OF SAFETY AND LOSS PREVENTION
  - E. FACILITIES MANAGEMENT
- IV. LAW SCHOOL BUILDINGS EMERGENCY PLANS
  - A. GENERAL FIRE EMERGENCY PROCEDURE
    - 1. If you discover or suspect a fire.
    - 2. Upon Hearing an Alarm or After Discovering a Fire and Alerting University Police
  - B. FIRE FIGHTING
  - C. BOMB THREAT
  - D. INJURY OR ILLNESS
  - E. TORNADO
  - F. POWER OUTAGE
  - G. CLOTHING FIRE
  - H. ACTIVE SHOOTER
  - I. HOSTAGE SITUATION
  - J. BIOLOGICAL AGENT EXPOSURE
- V. WORKER'S COMPENSATION

## **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 Pritzker 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 healthy 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 Pritzker School of Law's Office of Administrative Services, is responsible for providing a safe work place for faculty, staff, and students within the Pritzker 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 Assistant Dean of Facilities and Information Technology or the Associate Dean for Business and Finance 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 Assistant Dean 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. Coordinate periodic evacuation drills in cooperation with the Safety Division.

**C. UNIVERSITY POLICE (UP)**

The University Police (UP), extension 911 for emergencies and Extension 3-3456 for non-emergencies, respond to emergency calls and alarms to provide assistance and control at the site of an emergency. The UP 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 Pritzker 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 Pritzker 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 delay 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 the Levy Mayer, McCormick, and Rubloff buildings.

### **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 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, or the Abbott Parking lot so that everyone can be accounted for.

## **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.

## **H. ACTIVE SHOOTER**

If you are involved in a situation where someone has entered the area and started shooting, the following actions are recommended:

1. Exit the building immediately
2. Notify anyone you may encounter to exit the building
3. Call 911
4. Give as much specific information as possible
  - a. Your name
  - b. Location of the incident
  - c. Number of shooters
  - d. Description of shooters, or identification
  - e. Number of persons possibly involved
  - f. Your location

If you are directly involved and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest classroom or office
2. Close and lock the door
3. Turn out lights
4. Keep quiet
5. Do not answer the door
6. If possible, Call 911 and provide as much of the information listed above
7. Wait for UP to arrive

## **I. HOSTAGE SITUATION**

If you hear or see a hostage situation:

1. Call 911
2. Give as much specific information as possible
  - a. Your name
  - b. Location of the incident
  - c. Number of hostage takers
  - d. Description of hostage takers, or identification
  - e. Number of persons possibly involved

- f. Any weapons the hostage takers may have
- g. Your name
- h. Your location.

If you are taken hostage:

1. Remain calm, be polite, cooperate with your captors
2. Do not attempt to escape unless there is an extremely good chance of survival
3. Observe the captors. Try to memorize speech patterns, voices, clothing, physical traits
4. Try to stay low to the ground or behind cover if possible

Upon rescue:

1. Do not run
2. Drop to the ground with your hands out
3. Wait for instructions
4. Rescuers might not know if you are a hostage or hostage taker

## **J. BIOLOGICAL AGENT EXPOSURE**

Threats of exposure to biological agents, such as anthrax, should be taken seriously. The threat may come in the form of a letter stating that upon opening it you have been exposed to a biological agent. Or a phone call could be received saying biological agents were released in certain areas.

1. In a potential biological agent exposure, isolate the potential source
2. Expose as few people as possible
3. Immediately call 911
4. If the threat is received by mail, do not let anyone else handle or disturb the letter or package.
5. Do not announce the situation to anyone other than an immediate supervisor, building management, or UP.
6. Keep the phone line clear and await instructions from UP

## **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.

In accordance with the Law School's Emergency Evacuation Plan

**Designated Floor Captains:**

<b>Building &amp; Floor</b>	<b>Name</b>	<b>Alternate</b>
Levy Mayer Basement	Stephen Dale	Henry Salinas
Levy Mayer 1	Stephen Dale	Henry Salinas
Levy Mayer Mezzanine	Ken Zabler	Tiffany Hanna
Levy Mayer 2	Jane Brock	Francesca Bullerman
Levy Mayer 3	Shona Bonds	Jasmin Jenkins
Levy Mayer 4	Kelly Finzer	Jasmin Jenkins
Levy Mayer suite 124	Khanisha Hobson	Fred Pelzer
McCormick Basement	Bill Haydasz	Patrick Montag
McCormick 1	Ping Ng	Oscar Arroyo
McCormick 166 & 125	Angie Roberts	Charlene Pineda
McCormick 2	Sonali Munshi	Katrina Peters
McCormick 3	Amy Weiss	Jill Brislin
Rubloff 1	Charlene Pineda	Mara Jacobucci
Rubloff 2	Courtney Brockenborough	Devon Early
Rubloff 3	Jacqueline Reise	Juan Carlos Castrejon
Law Library	James Driscoll	Daurina Gregory
Rubloff 5	Derek Gunderson	David Bonebreak
Gary 2	Tim Jacobs	Shilpa Gokhale
Rubloff 8	Hector Alamo	Tracey Cross-Jones