EMERGENCY RESPONSE PLAN

TECHNOLOGICAL INSTITUTE BUILDING (TECH)

NORTHWESTERN UNIVERSITY

Updated Sept 10, 2019

The Technological Institute Building (Tech) at 2145 Sheridan Road, Evanston, IL 60208 houses offices, classrooms and labs for Northwestern University's (NU) McCormick School of Engineering and Applied Science and Weinberg College of Arts & Sciences. Various types of electromagnetic, biological and chemical research are conducted in the labs. All occupants are expected to learn building safety procedures and to follow the instructions of department safety contacts and searchers in any drill or evacuation.

Safety and Emergency Information

McC Safety Phone (M-F, 9am-5pm) (224) 420-6211

Note: The material in this manual is approved annually by the Technological Institute Building Safety Committee. Revisions effective upon issuance, unless otherwise noted. Supersedes all previous documentation. The manual has been reviewed by NU Offices of University Police, Facilities, Risk Management, Research Safety and General Counsel. It supersedes previous versions of this document.

Signatures on file.

Approved by _____ Date _____
Office Of Risk Management

Reviewed by _____ Date _____
Office for Research Safety

Reviewed by _____ Date _____
NU General Counsel

Reviewed by _____ Date _____
Facilities

Reviewed by _____ Date _____
University Police

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FACT SHEET 1

Calling for Emergency Assistance

Fire, smoke, explosion, medical emergency, and life-threatening hazardous material spills/odors/leaks (including after hours, weekends, and holidays)	**911**
Non-emergency/not life threatening	456 from NU phone 847-491-3456
Laboratory Assistance/Office for Research Safety	1-5581 (Evanston) or 847-491-5581 3-8300 (Chicago) or 312-503-8300

- Calls to 911 are routed directly to the City Dispatch Center, which will arrange the dispatch of emergency equipment.
- For non-life-threatening (incidental) hazardous materials incidents that occur after hours, on weekends, and on holidays, call 456 and ask them to page Research Safety.
- Call Research Safety directly during regular business hours and report non-life-threatening hazardous materials/leaks incidents.

University Police (non-emergency) www.northwestern.edu/up/ — **Evanston Campus** **1-3456**; **Chicago Campus** **3-3456**

Emergency Voice Mail — Provides updated status on campus emergencies **1-1100**

Office of Risk Management **1-5610**
www.northwestern.edu/risk/

Accident Investigations 1-5610
Athletic Insurance 1-5582
Automobile Accidents 1-4434
Driver Training 1-5610
Emergency Plans 1- 3253
Ergonomics 1-7795
Facility Inspections 1-4936
Fire Protection 1-3253
Indoor Environmental Quality 1-4936
Noise Level Surveys 1-3253
Property Loss Claims 1-5084
Safety Training 1-4936
Student Hospitalization 1-5582
Visiting Scholars Insurance 1-5610
Workers' Compensation 1-5582

Office of Research Safety — **Evanston Campus** **1-5581**; **Chicago Campus** **3-8300**
www.researchsafety.northwestern.edu
Laboratory Safety, Radiation Safety
Emergency Response/Spill Clean-up
Biological Safety, Chemical Safety
Hazard Communication

Facilities Management — Helpline **1-5201**
www.northwestern.edu/facilities-management/

FACT SHEET 2
Tech Emergency Procedures

FOR ANY INCIDENT REQUIRING EMERGENCY ASSISTANCE SUCH AS INJURY, FIRE, EXPLOSION, SMOKE OR LIFE-THREATENING HAZARDOUS MATERIALS RELEASE, **CALL EMERGENCY SERVICES USING THE YELLOW EMERGENCY PHONE OR CALL EXTENSION 911 FROM A SAFE PHONE.** IF NO TELEPHONE IS AVAILABLE AND THE NEED FOR ASSISTANCE IS URGENT, PULL THE NEAREST FIRE ALARM PULL STATION; IT TRANSMITS TO UNIVERSITY POLICE AND GETS HELP ON THE WAY. **DO NOT PUT YOURSELF AT RISK IN ORDER TO CARRY OUT THE PROCEDURES NOTED BELOW.**

INJURY

Call 911 (or emergency services from emergency phone) for ambulance or sit-up transportation.

FIRE/EXPLOSION/SMOKE

1. Evacuate the room or areas *immediately.*
2. Turn off equipment and close doors and windows, *if this can be done safely on your way out.*
3. **Call 911**. If no phone is nearby and the situation is life-threatening, pull the fire alarm at the red pull box station.
4. Do not use elevators during an emergency.
5. One person meet and inform emergency responders. Provide assistance as requested.

UNIDENTIFIED ODOR

1. During standard business hours, call Facilities Management at 1-5201 (847-491-5201).
2. After hours, call UP at 456 (847-491-3456).

CHEMICAL OR BIOLOGICAL SPILL

1. Notify persons in the immediate area.
2. Turn off ignition sources if a spill is flammable.
3. Establish or maintain exhaust ventilation.
4. Call the Office for Research Safety (ORS) at Ext. **1-5581**. If you cannot reach ORS in an emergency, and after hours, call University Police at **456** (or use emergency phone) and ask them to page ORS.
5. Confine and clean up the spill if you have had appropriate training, wearing designated protective clothing.

RADIATION SPILL

1. Notify persons in immediate area.
2. Wear gloves and protective clothing and confine the spill immediately.
3. Establish or maintain exhaust ventilation.
4. Call the Office for Research Safety (ORS) at Ext. **1-5581**. If you cannot reach ORS in an emergency, and after hours, call University Police at **456** (or use emergency phone) and ask them to page ORS.
5. Decontaminate the area.
6. Monitor personnel involved.

PERSONAL EXPOSURE TO HAZARDOUS MATERIALS

1. Remove clothing and rinse contaminated skin under running water at safety shower for at least 15 minutes.
2. For eyes, rinse eyes and entire face at an eye wash in running water for 15 minutes. Ensure that the area under the eyelids is also rinsed.
3. Get medical attention.

MAJOR WATER SPILL/FLOODING

1. Do not walk in water
3. Do not enter a lab which is taking on water
3. During business hours contact Facilities Management 1-5201(847-491-5201) If you cannot reach FM and/or after hours, call University Police at **456** (847-491-3456) (or use emergency yellow phone in Tech hallway). FM will be on the scene immediately to turn off electric at the control box (to which only FM has authorization access).

FACT SHEET 3

Emergency Preparedness

WHAT EVERYONE SHOULD KNOW IN ADVANCE

I. BEFORE AN EMERGENCY OCCURS

1. **KNOW** your numbers: Emergency **911** or use the Yellow Emergency Phones
   Lab Assistance **1-5581 (847-491-5581)**
   Non-emergency **456 (847-491-3456)**
2. **KNOW** the hazards of any materials and equipment in Tech and your work area and the precautions to take to avoid or minimize associated risk.
3. **KNOW** two means of egress from your area and where they lead. Know how to get to your department rally point. Move away from the front concourse of Tech so that Emergency Responders have full access to the area.
4. **KNOW** the locations of fire alarm pull stations.
5. **KNOW** the locations of safety showers, eyewash fountains, and other personal protective equipment and how to use them.
6. **KNOW** the locations of portable fire extinguishers. Only NU-trained personnel should use fire extinguishers. NU Risk Management (1-3253) conducts training sessions to learn how to use them. Enrollment is open.
7. **KNOW** the contents of the Safety Desk Book. Every department and PI has a copy.

II. IF YOU HEAR AN ALARM

Always take alarms seriously. Unless an alarm has been immediately preceded by an announcement that it is a test, you should assume that an alarm is real and then follow appropriate protocol (instruction of the voice message).

The Tech building alarm is an "intelligent" system which means that every alarm device is monitored 24/7 by the master control panel. Any alarm that is triggered automatically notifies University Police (UP). In accordance with City of Evanston requirements, a full functional test of the system is conducted annually.

A. Fire Alarm The fire alarm includes strobe lights, a whooping signal and voice messaging. To hear the audio, click here

The Tech fire alarm system is zoned. The fire doors in Tech compartmentalize the building. The trigger of an alarm in one zone prompts the automatic closing of all fire doors throughout Tech. Fire doors should not be opened. Occupants in areas not receiving an audible evacuation message do not need to leave the building. When in doubt, use common sense and take appropriate action.

1. **Alarm In Your Zone** If you are in the zone that is in crisis you will hear the alarm and a verbal message to evacuate the area. If time permits, do an orderly shutdown of your equipment or processes (DO NOT PUT YOURSELF AT RISK TO DO THIS). Close windows, close doors and leave the building by your primary or alternate evacuation route. Do not use the elevators. Go to your designated rally point, and wait for further instructions. Do not wait in the front concourse of Tech.

   Tech complies with existing fire codes. Zones are separated by fire walls and doors and protected by automatic sprinklers.

   The main control panel is in room Tech L167 (just northwest of main entrance to Ryan Auditorium). Equipment at the main control panel provides one-way and two-way voice communication by emergency personnel.

   Strobes will continue to flash until the control panel has been reset, even after the alarms have been silenced. Do not re-enter without official clearance by an authorized official.

   Full detail on all of the building safety systems can be found in this plan, Section V.

   2. A Word About Fire Extinguishers Only NU-trained personnel should use fire extinguishers. Make sure someone sounds the alarm. Do not put yourself at risk. Never let a fire get between you and the exit. If one fire extinguisher is not enough, close the door and leave the area. Even if you put out the fire, the Evanston Fire Department must be notified. They will check to make sure the fire has not spread through concealed spaces. Alert Facilities Management so that the extinguisher can be recharged.

B. **Lab-specific or Equipment Trouble Alarm** **Do** not confuse equipment alarms with fire alarms. In certain offices or labs, there may be security, incubator, freezer or other equipment alarms. Each lab that contains alarms for equipment is required to post an Alarm Notification sign on the door. Read the signs in your general work area and know where an alarm might go off.

C. **Hazardous Materials Alarm** One group of labs in Tech – second floor M Wing M252, M260, M266, M277 – is equipped with an alarm for potential release of hazardous materials. This lab has its own Emergency Response Plan. In the event of a possible gas release, there will be a yellow or red visual alarm at the strobe in the corridor and an audible alarm as well. Emergency responders from the lab and ORS will arrive. Lab personnel will secure the corridor. Activation of the alarm immediately signals UP.

III. ASSISTING PERSONS WITH DISABILITIES

Persons with disabilities may need assistance during evacuations. If you feel you would need assistance during an emergency, or if someone in your group might, you should contact your department's safety committee representative about developing an evacuation plan in advance. Tech Wardens/Searchers should be informed immediately about persons with unique needs who are in their areas, and should be knowledgeable of any special evacuation plans.

IV. EVACUATION ROUTES

A. Primary and Alternate Routes. The primary evacuation route is the nearest means of egress from the area. The alternate route is a route that can be used if the primary route is blocked by fire or smoke or is otherwise untenable. Means of egress to a safe location may be:

- Directly outside by a door at ground level
- Horizontally through a corridor
- Vertically by stairways

Every individual should know a primary and alternate route. Tech Wardens/Searchers may not be available to direct you to the nearest exit, so **you should take responsibility in advance** for learning the evacuation routes from your area. If possible, avoid the front concourse of Tech. If you must use it, please move away from the area as soon as possible so that Emergency Responders have full access to the concourse.

B. Elevators and Stairways Do not use elevators during emergencies. Use the stairways, which are both means of egress and places of refuge if needed.

- **Rally Point Once you have left the building you should proceed to your designated rally point for your group or department. Tech Rally Points are listed in Appendix B. Students should proceed to the Sargent Hall or Garret parking lots. One member of your department/group should report into the Incident Commander or the Tech Building Manager (McCormick Associate Dean for Administration) outside at the Incident Command Center (Evanston Fire Engine with green flashing light).**

C. Bridges to Ford, Hogan, Cook and Seeley Mudd The bridges are not to be used as a refuge. Leave the building and move away from it.

FACT SHEET 4

Warden/Searcher and Department Safety Representative Responsibilities

I. TECH EVACUATION ORGANIZATION AND ZONE RESPONSIBILITY

- Tech evacuation fire alarm zones are subdivided by wing (designated "A" through "M") and by floor (sub-basement, basement, ground, first through fifth)
  Generally two individuals designated as "Wardens/Searchers" are appointed for each wing and floor in the building by the department in that zone.
- Each department in Tech (McCormick, Weinberg, Research Safety) has a designated safety representative and/or alternate.
- In emergencies, warden/searchers clear their designated zones and report clearance and any exceptions to their department-designated safety committee representative at the evacuation rally point. In an emergency or drill, each Warden/Searcher should be identified with a fluorescent armband.
- Department-designated safety committee representatives or designee report department area clearance to the incident commander or Tech building manager at the incident command post (Evanston Fire Engine with green flashing light.)
- Tech Warden/Searchers and Department Safety Committee Representatives must be full-time faculty or staff, knowledgeable of the general operations and hazards in the building, the specific emergency procedures in their respective zones, and they should be fully familiar with all Fact Sheets and The Emergency Response Plan.
- Wardens/Searchers are to be certified annually by their Department Safety Committee member. See Warden/Searchers and Department Safety Committee Representatives are indemnified by the University for any claims against them arising out of their emergency response duties.
- As part of advance preparedness, it is strongly recommended that Wardens/Searchers and Department Safety Representatives share cell phone numbers with each other.

II. GENERAL WARDEN/SEARCHER PROCEDURES

A. Warden/Searcher action before an alarm sounds. When notified of a fire, smoke, explosion, life- threatening or major hazardous material release/odor, or other hazardous situation requiring emergency response in the Warden/Searcher's zone, the Warden/Searcher should take the following action**. At no time should a Warden/Searcher jeopardize his or her own personal safety.**

- For life-threatening situations Dial **911** and report the incident. Call Research Safety at **1-5581** for incidental spills. Call Facilities Management at **1-5201** for non-life threatening odors. For all other non-life threatening incidents, call non-emergency police dispatch at **847-491-3456.**
- If no phone is nearby and the situation is life-threatening, activate the fire alarm at the red pull-box station.

- Don your armband; sweep your zone and tell all persons to leave the area. Be aware of special needs people.
- If time permits, check off your room roster (see Appendix C) and close doors.
- Leave your area, proceed to your rally point and report to your departmental safety representative, particularly of any evacuation exceptions or problems. As you leave, you may alert entering emergency responders to anyone refusing to leave your area.
- Departmental safety representatives or designees then report in either to the Incident Commander or the Tech Building Manager (McCormick Associate Dean for Administration) outside at the Incident Command Center (Evanston Fire Engine with green flashing light).
- If you have first hand information on the specific incident, advise the Emergency Responders regarding location, origin and any persons still at risk.

B. Warden/Searcher Procedure when a Fire Alarm Sounds

- If the alarm is in your zone, follow the general procedure above.
- If the alarm is not in your zone, stand by to be of assistance and to activate the alarm in your zone if the threat of fire, spreading smoke, or other circumstances makes it necessary. Be prepared to follow the general procedure above.

SEE FACT SHEET 3 for further detailed information on the Tech alarm system.

III. COMMAND POST

First responders (e.g., UP officers) will establish an incident command post outside of Tech- specific location will be dependent on center of disaster. A UP officer will be the incident commander, responsible for organizing the emergency response and establishing communications.

If the Evanston Fire Department arrives, the fire department on-scene commander will become the incident commander, and UP officers then assume a support function.

The incident commander will maintain communications and confer with ORS, Facilities Management, Risk Management, Tech Building Manager, principal investigators or other persons knowledgeable about the incident. Principal investigators or other persons with first-hand knowledge of the circumstances of the incident should report to the Tech Building Manager and/or the incident commander at the command post.

Wardens/Searchers with first-hand knowledge of the incident will wear their armbands, identify themselves to the incident commander and report any relevant information that may be of immediate assistance to emergency responders. After reporting they may remain near the command post (but not so close as to interfere with operations) to await further instructions. Building occupants who have evacuated should stay near their designated rally points and away from the command post, unless they have information about the incident, which the commander should know.

Do not stand or wait in any area where you will interfere with the traffic of the Emergency Responders, particularly the front and rear concourses of Tech. Egress to and from the building must be clear to allow the emergency responders free access and passage.

IV. TERMINATING THE EVACUATION

When the incident commander has conferred with NU/Tech authorities and reached agreement that the building is safe for reentry, it will be announced by a person in authority. **Termination of the fire alarm is not sufficient**. Persons authorized to announce reentry are:

- **Uniformed UP officers**
- **Plainclothes UP officers with badges**
- **University Emergency Response Team personnel with photo identification badges.**
- **Evanston Fire Department incident commander**
- **These are the only persons who are authorized to announce that it is safe to reenter the building.**
- **The Tech Building Manager and/or UP will advise the Tech Safety Representatives via cell phone or visual signal when it is safe to return.**

FACT SHEET 5

Safety Guidelines for Active Shooter/Active Violence Situations on Campus

Introduction

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people, most often in populated areas. An active violence situation is using a means of violence to inflict harm on multiple people (explosive devices etc.) In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases active shooters use improvised explosive devices to cause additional victimization and act as an impediment to law enforcement and emergency services responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or may detonate on contact. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent further harm to the community. This document provides guidance to faculty, staff, and students who may be caught in an active shooter/active violence situation, and describes what to expect from responding law enforcement officers. Be aware that the 911 system may become overwhelmed.

Guidelines

In general, how you respond to an active shooter or an act of active violence will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter/active violence situation, try to remain calm and **Call 911** as soon as possible.

If an active shooter is outside your building or inside the building you are in, you should:

- Try to remain calm.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Proceed to a room that can be locked or barricaded.
- Lock and barricade doors or windows.
- Turn off lights.
- Close blinds.
- Turn off radios or other devices that emit sound.
- Keep yourself out of sight, stay away from windows and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Silence cell phones.
- Have one person **Call 911** and provide:

    - "This is Northwestern University (give your location) we have an active shooter on campus, gunshots fired."

- If you were able to see the offender(s), give a description of the persons(s) sex, race, clothing, type of weapon(s), location last observed, direction of travel, and identity – if known.

- If you observed any victims, give a description of the location and number of victims.

- If you observed any suspicious devices (improvised explosive devices), provide the location observed and a description.

- If you heard any explosions, provide a description and location.

- Wait patiently until a uniformed police officer, or a university official known to you, provides an "all clear."
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or university official.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.

If an active shooter enters your office or classroom, you should:

- Try to remain calm.
- Try not to do anything that will provoke the active shooter.
- If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
- **Call 911**, if possible, and provide the information listed in the first guideline.
- If the active shooter(s) leaves the area, barricade the room or proceed to a safer location.

If you are in an outside area and encounter an active shooter, you should:

- Try to remain calm.
- Move away from the active shooter or the sounds of gunshot(s) and/or explosion(s).
- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.

- **Call 911** and provide the information listed in the first guideline.

What to expect from responding police officers

The objectives of responding police officers are:

- Immediately engage or contain the active shooter(s) in order to stop life threatening behavior.
- Identify threats such as improvised explosive devices.
- Identify victims to facilitate medical care, interviews and counseling.
- Investigation

Police officers responding to an active shooter/active violence situation are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible. The first responding officers may be in teams; they may be dressed in normal patrol uniforms, or they may be wearing external ballistic vests and Kevlar helmets or other tactical gear. The officers may be armed with rifles, shotguns or handguns. Do exactly as the officers instruct. The first responding officers will be focused on stopping the active shooter/active violence situation and creating a safe environment for medical assistance to be brought in to aid the injured.

TECHNOLOGICAL INSTITUTE BUILDING (TECH)

EMERGENCY RESPONSE PLAN

I. INTRODUCTION

This is the emergency response plan for the Technological Institute (Tech). Successful emergency evacuation of the building depends on prompt and correct decisions of the occupants and their immediate actions during the first minutes of the incident. In an emergency situation, building occupants are on their own until first responders arrive. First responders may include University Police (UP), Office of Research Safety (ORS) personnel, Facilities Management (FM) personnel, Risk Management (RM) and the Evanston Fire Department (EFD). In most cases, University Police are likely to arrive first.

This manual will provide you with information you should know concerning emergency response procedures and the Tech safety systems. Please read the entire manual so you will know how to respond to emergency situations. If you need more information about your local emergency plans, consult with your group safety contact, volunteer evacuation personnel, supervisor or your department's safety committee representative.

Each department must have a safety/evacuation plan containing all safety information specific to the department, including departmental emergency response procedures and current wardens/searchers. The departments are encouraged to post this plan on their website. In addition, each principal investigator must have a Laboratory Safety Profile within ISIS, and is encouraged to have a Safety Desk Book. A hard copy version or links to the contents of the Safety Desk Book is acceptable.

For further information on general safety and fire protection, call Risk Management's Division of Safety and Loss Prevention, at 1-3266. To obtain a Safety Desk Book or for information regarding chemical, biological, or radiation hazards, contact the Office for Research Safety at 1-5581. To obtain a Safety Desk Book binder or for more information regarding chemical, biological, or radiation hazards, contact the Office for Research Safety.

II. UNIVERSITY POLICY REGARDING SAFETY

Northwestern University is committed to providing a safe and healthful environment in which teaching, research, and public service can flourish. The University is further committed to comply 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 set up are applicable equally to all students, faculty, staff, and visitors. Each individual is responsible for adhering to the policy and carrying out the regulations and guidelines.

III. RESPONSIBILITY FOR SAFETY

A. Deans

Deans responsible for departments having facilities in Tech shall see that Department Heads/Chairs and Center Directors fulfill their obligations, as described below.

B. Department Head Definition and Duties

The term "department head" means academic department chairs, research center directors and others with similar responsibility. The department head is responsible for compliance with Northwestern University safety procedures. The department head is responsible for providing a safe work place for faculty, staff, students, and visitors within the department's facilities. The department head shall ensure that supervisors, principal investigators, instructors, and others conduct training for their employees and students in the proper procedures to provide a safe environment.

9 Safety Duties for Department Heads

1. Review/learn the Tech Emergency Response Plan.

2. Maintain and post (bulletin boards/website) a current (annual) department evacuation plan (copy to McCormick Administration).

3. Advise the Office for Research Safety (ORS) promptly of new faculty arrivals and ensure they submit lab safety plans as appropriate.

4. Ensure every PI/lab meets ORS compliance re. Laboratory Safety Profile, annual inspection and MSDS posting.

5. Ensure your entire department is regularly trained for emergency evacuation and safety precautions appropriate to their duties (minimum annual review).

   a. Enforce safety training prior to allowing any employee or student to work at any hazardous task.
   b. Schedule fire extinguisher training with Risk Management (1-3253) for appropriate lab personnel (technicians, grad students).
   c. Participate in/comply with periodic evacuation drills or training.
   d. Provide safety orientation training for new faculty, staff, and students.

6. Ensure your department wardens/searchers participate in Tech Safety Committee-sponsored on-line certification survey

7. In coordination with ORS and Risk Management, enforce compliance with all federal, state, local and university regulations regarding safety and the handling of hazardous materials, including:

   a. Appropriate signage for hazardous materials/operations (Appendix F).
   b. Appropriate use of safety/personal protective equipment and adherence to safety precautions.
   c. Disclosure of presence and implementation of controls for toxic substances.

8. Remind faculty at the start of each academic quarter to review classroom safety and evacuation procedures with their students.

9. Promptly investigate accidents or hazardous situations and complete the ORS Incident Report form with distribution to ORS, Risk Management (Safety and Loss Prevention), and appropriate McCormick Deans (Administration/Research).

C. Principal Investigators (PI) and Supervisors

Principal investigators and supervisors are responsible to the department head to carry out the responsibilities listed above under the department head. Principal investigators and supervisors may assign responsibility for certain safety functions to subordinates, however, they may not delegate their accountability to the department head for the safety of their areas of operation.

Every PI is required to submit a Laboratory Safety Profile with the Office for Research Safety. MSDS Sheets are to be current, on file in the workplace and easily accessible during all working hours.

Every PI is required to be in compliance with the Office for Research Safety standards for laboratory operation including:

1) Submission of a safety profile
    a. upon establishing a new lab
    b. keep current as personnel, processes and locations change
    c. submission of a current chemical inventory

2) Register for a ChemTracker account if in possession of a Homeland Security Chemical of Interest

3) Annual laboratory inspections.

D. Department Safety Building Representative/Safety Committee Member

Every McCormick and WCAS department head in Tech is to appoint a faculty member to the committee. Generally, this person is also the department safety representative. The safety representative must know the emergency procedures for his/her department, the Technological Institute Building, and the University. Safety representatives shall coordinate the department's program of accident prevention, safety training, and emergency response.

The chair of the committee is appointed by the deans responsible for departments having facilities in Tech. The committee roster can be found in Appendix A.

Ex officio members include representatives from Cook and Catalysis Center safety committees, the Office of Risk Management, the Office for Research Safety, University Police, and Facilities Management.

The safety committee is responsible for developing safety policies and procedures that affect all occupants of the building and each member it is responsible for ensuring the policies are implemented in each of their respective resident departments.

The committee wrote this manual and reviews it on an annual basis. When emergencies occur, the committee reviews the actions of both building occupants and emergency responders, identifies any deficiencies in the plan or its execution and recommends any changes to correct them.

The committee is responsible for coordinating annual evacuation drills and Warden/Searcher training and certification.

E. Wardens/Searchers

The department head will appoint two Wardens/Searchers for each area of departmental space in the building. Wardens/Searchers must be full-time faculty or staff. Wardens/Searchers shall be knowledgeable of the general operations, hazards, and emergency procedures for their zones. Never shall a Warden/Searcher jeopardize his/her own safety in order to carry out emergency procedures.

Detailed duties for Warden/Searchers are contained in Fact Sheet 4 at the beginning of this plan. Additionally, Warden/Searchers shall complete the on-line certification survey

F. Office for Research Safety (ORS)

ORS is responsible for coordination of the University's chemical, biological, radiation, and laser safety; general laboratory safety; and hazardous waste disposal programs. ORS coordinates general regulatory compliance with several OSHA standards including the laboratory standard, the hazard communication standard, and the blood-borne pathogens standard. ORS also coordinates compliance with employee and community right-to-know laws. ORS maintains compliance with the broad license issued by the State of Illinois under which all radioactive materials are used, and ORS maintains the state registrations governing use of X-ray machines.

ORS programs encompass a variety of services including pickup and disposal of hazardous wastes, safety training, laboratory surveys, ISIS PI data management, bioassay, industrial hygiene studies, incident investigation, and chemical fume hood evaluation.

The ORS Emergency Response Team is trained and equipped to deal with spills of hazardous chemicals and radioactive materials. ORS investigates accidents in laboratories and recommends follow-up action to prevent recurrence.

ORS supports several University safety committees including the Chemical and Biological Safety, Radiation Safety, and Recombinant DNA, as well as local committees such as the Tech Safety Committee.

G. Facilities Management (FM)

The Facilities Management Department maintains the basic building facilities. This includes fire extinguishers, fire hoses, building fire alarm systems, ventilation systems, eyewashes, and safety showers in hallways, other public areas and labs, and the building electrical and piping systems. Facilities Management personnel respond to emergencies to help as needed in evacuation and handling building services and equipment.

H. Office of Risk Management (ORM)

Risk Management is responsible for general fire safety and the general safety of building occupants. ORM inspects the building and reports safety violations to the department head and/or Facilities Management, where appropriate, for correction. ORM investigates accidents. The Claims Division of Risk Management handles Workers' Compensation claims for occupational injuries and illnesses.

ORM is responsible for coordination and development of emergency response plans for buildings. They provide help in developing safety policies and procedures and general safety training programs, and conduct evacuation warden training sessions. They provide advice on local and national codes related to facilities, materials handling, storage, and fire protection.

I. University Police (UP)

The Patrol Division of UP responds to emergency calls and alarms, and provides assistance and site control at an emergency. The UP communications officer will summon the fire department or ambulance when needed. Responding UP officers can provide emergency first aid and/or arrange transportation to the emergency room if needed.

J. Instructors Using Tech Classrooms

Instructors are responsible for the safety of their classes in Tech and must familiarize themselves with emergency responsibilities and procedures in Appendix J. Instructors should also be aware of specific exit routes from their classroom and hallway.

K. The Individual - You

In an emergency situation, building occupants are on their own until first responders (usually University Police) arrive. Develop a safety-conscious attitude and be aware of emergency call numbers, Tech evacuation routes and Tech emergency equipment (emergency phones, alarm pull stations, safety showers, eye washes, fire doors, etc.)

Safety requirements are available for most basic work procedures. If they are not available, ask your supervisor. Your responsibility is to know the safety requirements and put them into practice in your work place. Safety requires the same attitude in a classroom, research laboratory, machine shop, studio, or office. Learn in advance what you can about the properties, hazards, and safety measures pertinent to the materials and equipment you will use. Always include safety considerations in planning and carrying out your work. Individuals who do not follow the safety plans and rules will be referred for disciplinary action that can include dismissal from the University.

IV. EVACUATION DRILLS

Building evacuation drills are to be conducted on a timely cycle. Drills will be coordinated between the safety committee, Tech Building Manager and Risk Management. Drills help in evaluating the plan, familiarize occupants with the sound of alarms and with evacuation routes, and provide a training opportunity for Wardens/Searchers. The Office of Risk Management and the Evanston Fire Department will observe the evacuation drills and provide an evaluation to the safety committee.

V. BUILDING SAFETY SYSTEMS

A. Fire/Other Emergency Alarm System

The Tech building alarm is an "intelligent" system which means that every alarm device is monitored 24/7 by the master control panel. Any alarm that is triggered automatically notifies University Police. In accordance with City of Evanston requirements, a full functional test of the system is conducted annually.

Fire alarm pull stations are located throughout the building, usually at or near a stairway or exit. If a phone is not nearby to call 911 and the situation is urgent, use the pull station to report any life-threatening fire, smoke, or other emergency. If you pull a fire alarm pull-station, an alarm sounds throughout that alarm zone or wing. The alarm control panel shows the location of the alarm source for the individual system and automatically transmits the alarm information to the University Police (UP). The alarm system has a battery back-up as well as a connection to an emergency generator. Power failure or a fault in the system wiring will transmit a "trouble" alarm to the UP and sound a buzzer at the alarm control panel.

The Tech fire alarm system is zoned. The fire doors in Tech compartmentalize the building. The trigger of an alarm in one zone prompts the automatic closing of all fire doors throughout Tech. Fire doors should not be opened. Occupants in areas not receiving an audible evacuation message do not need to leave the building. When in doubt, use common sense and take appropriate action.

As necessary, evacuation can be by wing/zone or several wings or the entire building depending on the nature of the emergency. Any alarm (manual pull station, smoke detector, heat detector, sprinkler or standpipe waterflow) will sound the evacuation message in that zone. An alert message can be triggered manually by the Fire Department to sound throughout the building or in any individually selected wing.

Strobes will continue to flash until the control panel has been reset, even after the alarms have been silenced.

Tech complies with existing fire codes. Separations of zones are by fire walls and doors to prevent the spread of fire, smoke, and heat. Also, automatic sprinklers protect the zones. Although some double doors at the connecting corridors at the end of each wing are not fire doors, they do have automatic sprinklers on both sides.

The main control panel is in room Tech L167 (located just northwest of the main entrance to the central auditorium). Equipment at the main control panel provides one-way and two-way voice communication by emergency personnel from the main control panel to any floor or area. Thus, emergency personnel at the main control panel may give instructions to building occupants via the loudspeakers located throughout the building, or they may talk to fire department personnel at selected locations by means of plug-in headsets.

Any alarm in a smoke detector in an elevator lobby other than the ground floor, elevator equipment room, or elevator shaft will cause that elevator to "recall" to the ground floor.

Activation of a smoke detector on the ground floor in an elevator lobby will cause that elevator to "recall" to the first floor. Activation of a heat detector in an elevator shaft or elevator equipment room will shut off power to that elevator.

Activation of a smoke detector in Ryan Family Auditorium will release the stage fire curtain.

Operation of the Fire Pump will send a direct signal to University Police. Direct signals are also sent to University Police from the Hazardous Material storage facilities on the loading dock and outside the E-Wing.

Pre-action sprinkler systems in the D&G wings operate as alarm causing devices.

B. Security/Equipment Alarms

Do not confuse equipment alarms with fire alarms. In certain offices or labs, there may be security alarms or incubator and freezer alarms, respectively, that sound similar to the fire alarms. It is best to prepare for emergencies by learning to distinguish these alarms from the main building system. Each lab that contains alarms for equipment is required to post an *Alarm Notification* sign on the door. This sign explains which alarms are inside, what they signify, what they are expected to sound like, and whom to contact if they are activated. Read the signs in your general work area and know where an alarm might go off. Ask personnel in nearby offices whether they have alarms on office equipment, e.g., printers that buzz when out of paper. This way you can be certain that you have the information to react properly when a specific type of alarm is signaling. Samples of the alarm signs are included in Appendix F.

C. Automatic Sprinkler System

An automatic sprinkler system protects the Technological Institute Building. Automatic sprinkler activation will trigger a fire alarm and transmit the alarm to the UP.

Some persons mistakenly believe that if one sprinkler head on a system is activated, the entire system will discharge water. Actually, only the head or heads that reach the predetermined temperature will activate and discharge water. Most sprinklers are set to discharge water when the temperature at the sprinkler head reaches 165°F. Some activation temperatures are set higher or lower because of special conditions in the protected area. For instance, the sprinklers in the laser laboratories in DB 20 are set at 300°F. Only the fire department, after their arrival, can approve shutting off a sprinkler system.

Sprinkler heads must always be kept clear of high-piled storage or equipment. At least 18 inches of clear space shall be available below the line of sprinklers to prevent the water discharge from being deflected from a fire. Sprinkler heads need to be kept paint-free and must be protected from being struck and damaged or broken off. Report all problems or leaks with the automatic sprinkler systems to Facilities Management (FM) (491-5201); for after-hours emergencies, contact University Police at 456).

D. Carbon Dioxide Fire Suppression Systems

Carbon dioxide fire suppression systems protect the Chemistry Department's flammable liquid vault KG43 in the modular structure outside the southeast corner of the building, and Research Safety's chemical waste facility flammable liquid vault in Room MG98. Each system will automatically discharge carbon dioxide gas when the temperature in the respective vault reaches 135°F. Each system may also be discharged by pulling the manual pull station in the respective room. Activation of a system will shut down the exhaust ventilation in that room, activate the building alarm system, and transmit an alarm to the University Police.

After the carbon dioxide has been released, the room doors should be kept closed for at least ten minutes, while the gas suffocates the fire. Since the carbon dioxide displaces the air in the room, no one should enter the room until it has been vented and the fire department approves.

E. Fire Extinguishers

Fire extinguishers of various types can be found in hallways, laboratories, and other areas throughout the building. All rooms in which chemicals or other flammable or combustible materials are in use need to have one or more extinguishers of the proper type(s) for the specific hazards. These fire extinguishers need to be inside the room (near the entrance).

Only individuals trained by NU in using fire extinguishers should use them. Review your department's Emergency Plan section in the Safety Desk Book for the types and locations of fire extinguishers in your area. See the fire extinguisher chart at the back of this manual (Appendix B) for a selection guide. The label on each fire extinguisher shows the class or classes of fire that it will extinguish. Information on fire extinguishers is available from the Office for Research Safety or Risk Management. Department heads should contact Risk Management (1-3253) to schedule fire extinguisher training (held outside, weather permitting) for their personnel.

Regulations require fire extinguishers to be kept in specific locations, either in cabinets or mounted on wall brackets, and to be kept unobstructed and easily accessible. Report missing, empty, or damaged extinguishers to FM (491-5201) as soon as possible. If you use a fire extinguisher, do not return it to its cabinet or bracket; call Facilities to replace it as soon as possible.

F. Fire Doors

Fire door assemblies are specially constructed doors and frames that will withstand fire for a specific length of time. They are found at stairways, in corridors, and at openings in fire walls to prevent the spread of smoke, heat, and fire. If fire doors are to be effective, they always must be kept closed. Fire doors held open by magnetic devices that release the doors to close when the fire alarm is activated can be left open if not obstructed. Stairways are a place of refuge and a means of egress during a fire, and stairway doors must not be propped open. Fire regulations require stairway doors to automatically close and latch. If a door needs the closer adjusted or if a door will not close and latch for another reason, report it promptly to Facilities (491-5201).

G. Emergency Telephone System

There are emergency telephones in the corridors throughout Tech, usually near a fire alarm pull-station. The emergency phones are yellow speaker phones with a push-to-talk button. Use these telephones only for emergencies. The emergency telephones automatically ring the University Police (UP) communications officer. For damaged or inoperable emergency telephones, immediately call Northwestern Technology Service Center at Extension 1-HELP (1-4357)

H. Emergency Generators

In case of electrical power outage affecting the Technological Institute Building, emergency generators in the penthouse of the Nanofab Building will start automatically and supply electricity. The emergency generator supplies power to the fire alarm systems, emergency lighting, sump pumps, and certain special research equipment.

VI. FIRE FIGHTING

Only if you have University training in fire extinguisher operation should you attempt to extinguish a small (one that requires only the use on one portable extinguisher to put out the fire) or incipient fire. All other fires are the fire department's responsibility. Do not use water on fires of flammable liquids, grease, or combustible metals. Using water on these fires can cause spattering or explosive spreading of the fire. Do not use water on fires involving energized electrical equipment. Putting water on energized electrical equipment creates a shock hazard. If possible without endangering yourself, turn off electrical equipment involved in a fire by turning off the switch or circuit breaker or by pulling the plug.

For flammable liquid or grease (class B) or electrical (class C) fires, use a carbon dioxide or multi-purpose dry chemical fire extinguisher. The dry chemicals leave a great deal of residue and could damage delicate electrical equipment such as computers. Carbon dioxide is better, although it might cause some moisture to condense on the equipment. Combustible metal (class D) fires require special dry powder fire extinguishers or sand.

Some laboratories or other areas might have special fire extinguishers for protection of special equipment or processes. Check your department's special emergency plan for further information, and see the list of types and locations of fire extinguishers in your department's Safety Desk Book.

When fighting a fire:

1. Stay low and do not breathe any more vapors than are necessary.
2. Avoid exposure to extreme heat.
3. Stay between the fire and the exit to avoid getting trapped.
4. Aim the extinguisher at the fuel, rather than at the flame.
5. Do not stay in any room or area where there is any significant amount of smoke or where other toxic, biological, or radioactive vapors may be present.
6. Report **all** fires to UP and the Evanston Fire Department even if the fire was extinguished without an activated alarm.

VII. CLOTHING FIRE

DO NOT RUN. If a safety shower is immediately nearby, get under the shower and let the water flow over the burned area until medical help arrives. Otherwise, the universal instruction is **STOP, DROP, AND ROLL**. Immediately drop to the floor and roll repeatedly to extinguish the flames, holding your hands over your face to protect it from the flames.

Get burned areas under cool water as soon as possible. Do not apply creams or other medications, but get help without delay. See your department Safety Desk Book and laboratory door Emergency Information sign for locations of safety shower and eyewash stations.

VIII. CHEMICAL, BIOLOGICAL, OR RADIATION EMERGENCIES

Post an "Emergency Procedures for Laboratories" sign inside each laboratory using hazardous materials and an "Emergency Information" sign outside on the closed door. (See Appendix F.) Copies are available from the Office for Research Safety (ORS). Information related to the safety handling of hazardous chemicals, biological agents or radioactive materials should be contained in your Laboratory Safety Profile and your Laboratory and/or Department Safety Desk Book. Questions related to the safe handling of hazardous chemicals, biological agents, or radioactive materials should be directed to the PI.

In an emergency involving any of these types of agents, call ORS (1-5581) and University Police (UP; extension 911). If a sudden accidental release of possibly hazardous vapors, particulates, or gas should occur, use the same alarm and evacuation procedures as for fire. Leave the area quickly and avoid breathing the vapors as much as possible. From a safe location, contact ORS and UP. Do not return to the area until told that it is safe to do so. Help emergency responders by providing information as needed. Persons directly involved and principal investigators in the affected laboratories should go to the fire department command center (usually located in the shift commander's van, sometimes with a flashing green light on the top) if the fire department is involved. Ask a UP officer to direct you there.

In case of an accidental spill of hazardous material, notify all persons in the area and evacuate the area and the area to which it might spread. If it is an incidental spill, contact ORS (1-5581). ORS will provide information and equipment for containment, protection and clean up. Major spills require outside assistance and mandate calling 911.

Note: If you cannot reach ORS in an emergency, and after hours, call University Police at Extension 456 and ask them to page Research Safety.

IX. POWER OUTAGE

Emergency generators in the Nanofab Building provide emergency power to the fire alarm system and emergency lighting in exit areas. However, in case of a power outage, two problems arise in individual work areas: (1) seeing well enough to maneuver and (2) possible damage to processes and/or equipment. Keep a flashlight located where it could easily be found in the dark or keep a plug-in battery-operated emergency light in the work place. Emergency planning

should include what to do about shutting down or otherwise manipulating processes that might create a hazard during power failure and/or upon the restoration of power. This would include such things as chemical processes that require continuous heating, stirring, or other electrically operated devices.

X. BOMB THREAT

Take any bomb threat seriously, and report it immediately by calling 911 and the Associate Dean's office (extension 1-2739).

If you receive a written bomb threat, do not handle it any more than necessary, but place it in an envelope to preserve possible finger prints. 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 information. Get as much information as possible by asking when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. Call 911 and the Dean's office and give them all of the information you obtain.

XI. SUSPICIOUS PACKAGES

Suspicious packages should be reported to the University Police (UP; extension 456) immediately. A suspicious package should not be touched or moved, and the immediate area surrounding the package should be cleared. Some letter and parcel recognition points are:

- Excessive weight; excessive postage or no postage
- Incorrect titles or titles, but no names
- Handwritten or poorly typed; misspelling of common words
- Oily stains or discolorations; protruding wires or foil
- Excessive securing materials such as masking tape, string, etc.
- No return address; restrictive markings such as confidential, personal, etc.
- Rigid or lopsided or uneven envelope
- Visual distractions; foreign mail, air mail, or special delivery
- Strange odor

XII. SUSPICIOUS PERSONS

Suspicious persons should not be directly confronted, but should be reported to University Police (**UP; extension 456**) immediately. Provide the UP communications officer with as much information as possible including a description of the person or persons, the nature of their activity, and their location and direction of travel. Remember, if it worries you, the UP need to know. They would rather be called and not needed than needed and not called.

XIII. TORNADO PROCEDURE

The City of Evanston will sound the Civil Defense sirens to warn the community if a tornado is sighted or we are in the path of a tornado. The sirens are positioned throughout the city and will sound a continuous three-minute unwavering blast. These sirens are tested on every first Tuesday of the month around 10 A.M.

If you are inside a building, go to an interior hallway or other enclosed area on a lower floor and away from windows. Avoid going into auditoriums, gymnasiums or other large rooms where roof collapse may be more likely. If you are outside when you hear the warning siren, seek inside shelter, preferably in a steel-framed or reinforced concrete building of substantial construction. Tech is such a building. AVOID WINDOWS.

Please provide disabled and elderly people assistance in seeking a safe location. In case of casualties, call 911.

XIV. INJURY OR ILLNESS

If someone has an injury or becomes suddenly ill and requires emergency medical attention, call 911. Advise the location of the victim and the nature of the injury or illness. Your department Safety Plan should list the locations of first aid kits and names of persons in the department who have training in first aid or CPR.

For any victims with potential contamination by radioactivity or a hazardous material:

1. Call 911 and call ORS at 1-5581.
2. Keep the victim as comfortable as possible.
3. Do not move the victim any more than is necessary for his/her safety.
4. Never administer liquids to an unconscious victim.
5. Do not remove objects that may be imbedded in the victim's skin.

XV. WORKERS' COMPENSATION

Workers' Compensation covers employees of the University, including faculty, staff, and students working part-time on the University payroll, for work-related injury or illness. Students not on the University payroll are under the care of the University Health Services. However, Workers' Compensation may classify a student or other person doing work for the University and receiving a stipend from departmental funds or a contributing outside organization as an employee.

If you have an injury or illness as a direct result of work or a hazardous condition in your work place, report the incident to your supervisor. Also, you and your supervisor must report the injury or illness to the Claims Division of the Office of Risk Management. Call the Claims Division (491-5582) within 24 hours after an injury occurs or when you first become aware of an occupational illness or as soon as practical. It is important that you report any injury no matter how small. The Occupational Safety and Health Act and Illinois Workers' Compensation regulations require that the University report all work-related injuries.

Do not wait for complications to arise; get treatment as soon as possible.

If the injury is traumatic, and/or deemed to be life-threatening in nature, (i.e., hemorrhaging, chest pains, cessation of breathing, severe burns, open fractures, severe head injuries or other situations) it is recommended that the employee seek immediate emergency medical care at Evanston Hospital. For these life-threatening situations, call 911.

For non-life threatening work related injuries, employees and supervisors should contact the claims manager at (847) 491-5582 to arrange an appointment at an OMEGA Facility. Northwestern University has designated Occupational Medicine Evanston/Glenbrook Association (OMEGA) as the primary medical care facility for work-related injuries and illnesses. The general OMEGA phone is (847) 657-1700. OMEGA has 2 locations, one centrally located at 1000 Central Street, Suite 840, Evanston, IL. Office hours are Monday, Wednesday, Friday, 8:00 a.m. through 11:30 a.m. The second facility is located at 2150 Pfingsten Road, Suite 3000, Glenview, IL. OMEGA hours in Glenview are 7:30 A.M. to 5:00 P.M. on Monday, Wednesday, or Friday. Tuesday and Thursday hours are 7:30 a.m. to 8:00 p.m. Saturday hours are 8:00 a.m. to Noon. Use Evanston Hospital emergency services after 5:00 P.M. or before 7:30 A.M. Monday through Friday and on weekends and holidays if your condition is too serious to wait until OMEGA reopens. Injured employees who go to Evanston Hospital shall identify themselves as Northwestern University OMEGA patients and show their Wildcard. OMEGA will coordinate any follow-up care, if needed, at one of their facilities. When an employee receives any invoices for medical services rendered, send them to the Claims Division at 2020 Ridge Avenue, Evanston, IL 60208-4335. For further information on Workers' Compensation regulations and benefits, call the Claims Division, at (847) 491-5582.

XVI. PERSONAL SAFETY

The personal safety of every member of the Northwestern community is of high importance. Please see the Office of Risk Management website.

XVII. SHOP SAFETY

Northwestern University's shop safety guidelines outline a comprehensive program for shop safety developed by a Provost-appointed committee of senior faculty and staff members with experience in the wide range of shops at Northwestern. These guidelines cover the sciences, theater and Facilities Management shops.

For purposes of these guidelines a shop is defined as any area where one or more of the following pieces of equipment are used by students and/or employees: lathes, surface grinders, milling machines, table saws, radial arm saws and/or nail guns.

Each shop shall develop and implement a written safety policy. The safety policy must address various topics, including but not limited to: shop access, hours of operation, training, shop and safety equipment, rules of conduct, safety postings, emergency telephone numbers and incident reporting guidelines.

For additional information, please contact Office of Risk Management.

APPENDIX A
TECH – FORD – COOK
DEPARTMENT/CENTER RALLY POINTS AS OF 08-10-2018

Department/Center	Rally Point
Administration	Sargent Hall Lobby
Biology	2nd floor lobby of Hogan
Biomedical Engineering	North Garage, SPAC entrance lobby
Chem. & Biol Eng	Grass east of Sargent Hall
Chemistry	Silverman Hall Courtyard
Civil Engineering	Lobby Bobb Hall
Earth Sciences	In front of Hogan
ECE	Lawn south of Ford
Ford Offices (All)	Kellogg Parking Lot south of Ford
ESAM	Catalysis
IEMS	Lobby Sargent Hall
Mechanical Engineering	Sargent Hall Parking Lot
Materials Science & Engineering	Individual locations
Molecular Biosciences	Per PI/Group – Dept to advise
Neurobiology	Per PI/Group – Dept to advise
Facilities Management	East lower lobby Annenberg
Physics	Lobby Dearborn Observatory
Research Safety	Ryan Hall
Tech Shops	East lower lobby Annenberg
ISEN	North Garage - "B" Lobby Entrance at SW corner
Core Facilities/Centers OR	Silverman Hall Courtyard

FORD - All faculty, staff, students and visitors in Ford should be directed to the Kellogg parking lot south of Ford, east of Sheridan Road.

Students in Tech should be directed north toward Sargent Hall (or during construction along east sidewalk of Sheridan Road) or south toward Garrett Seminary parking lots.

In the event of an emergency, the Evanston Fire Department will require full access to the front and rear concourse of Tech. The Command Center will be a fire engine with a green flashing light. If you must exit through the front or rear concourse, please move immediately away from the area and go to your rally point.

Each department safety representative (faculty) or his/her designee should check in with McC Administration/Ford Building Manager at the Command Center (Evanston Fire with green flasher) to report on evacuation status by either coming to the Command Center or, from your rally point, calling 224-420-6211

APPENDIX B

It Is recommended that the Warden fill in room numbers and occupant names in advance

Tech Institute Warden/Searcher Evacuation Checklist – Room Roster

Warden/Searcher Name:
Department or Center:
Coverage Area:
Dept Safety Rep:
Rally Point:

		STATUS			
Classroom, Lecture Hall, Office, Lab, Other Rooms by Room Number	**Name of Assigned Occupant(s)**	**Notified**	**Cleared**	**Door Closed**	**Comments**

Delivered To:
Date:
Time:
Exceptions Reported To Incident Cmdr/Bldg Mgrs:
Time:

APPENDIX C

TECHNOLOGICAL INSTITUTE BUILDING

Warden/Searcher – Certification

See online certification survey

APPENDIX D

EMERGENCY

FIRE, POLICE, AMBULANCE Ext.

CHEMICAL, BIOLOGICAL,
RADIATION INCIDENT CALL 1-5581

Information for Laboratory Room(s) No:

Special Hazards in this Laboratory:

Special Precautions for Fire Department or other Emergency Personnel:

Types and Locations of Nearest Personal Protection Equipment (Shower, Eye Bath, Respirator, Fire Blanket, etc.):
Shower
Eyewash

Responsible Faculty or Staff Persons:

_____ Phone: Day -
Night -
_____ Phone: Day -
Night -
Date of Above Information:

EMERGENCY PROCEDURES FOR LABORATORIES

Primary Concern Shall Always Be The Safety of The Individual

MAJOR FIRE, EXPLOSION, OR SPILL

EVACUATE the room immediately.
PULL FIRE ALARM if available.
CALL 911 and call 456 (847-491-3456) to notify University Police.
WAIT for emergency personnel.
ASSIST emergency personnel

CHEMICAL OR BIOLOGICAL AGENT SPILL

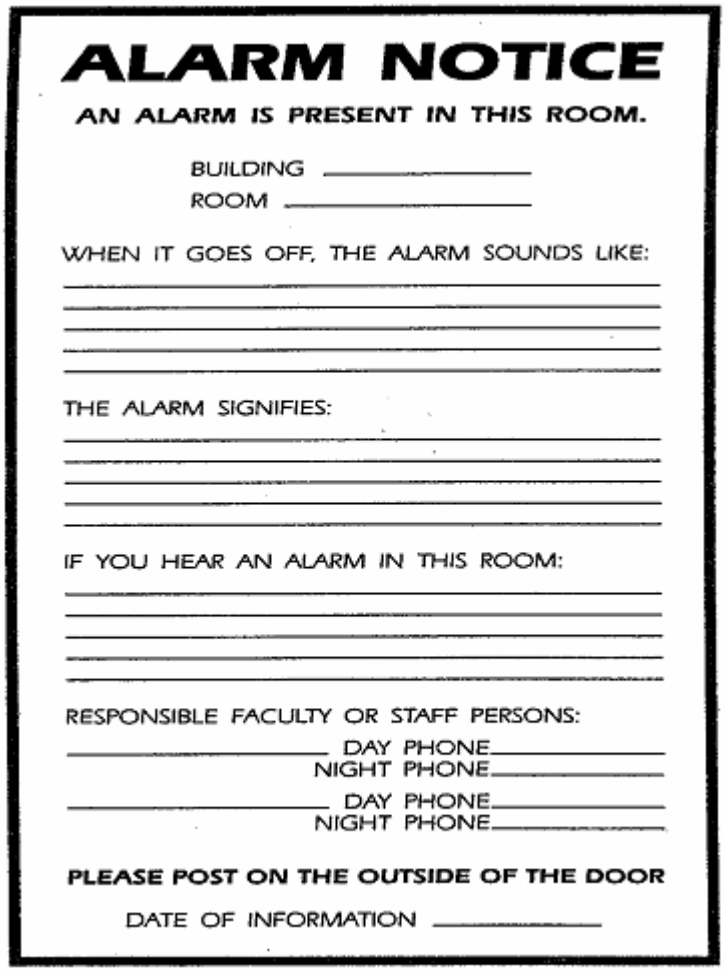
1. NOTIFY persons in immediate area.
2. TURN OFF ignition sources, if flammable.
3. ESTABLISH or maintain exhaust ventilation.
4. CALL the Office of Research Safety.
5. EVALUATE spill severity.
6. CONFINE AND CLEAN, if you have received appropriate training.

NON-EMERGENCY CALL 456

FOR LAB ASSISTANCE CALL

RESEARCH SAFETY, CHICAGO 3-8300 RESEARCH SAFETY, EVANSTON 1-5581

June, 2002



ALARM NOTICE

AN ALARM IS PRESENT IN THIS ROOM.

BUILDING _____

ROOM _____

WHEN IT GOES OFF, THE ALARM SOUNDS LIKE:

_____

_____

_____

_____

_____

THE ALARM SIGNIFIES:

_____

_____

_____

_____

_____

IF YOU HEAR AN ALARM IN THIS ROOM:

_____

_____

_____

_____

_____

RESPONSIBLE FACULTY OR STAFF PERSONS:

_____ DAY PHONE _____

NIGHT PHONE _____

_____ DAY PHONE _____

NIGHT PHONE _____

PLEASE POST ON THE OUTSIDE OF THE DOOR

DATE OF INFORMATION _____

APPENDIX E

NORTHWESTERN UNIVERSITY
EVANSTON - CHICAGO

OFFICE FOR RESEARCH SAFETY
(847) 491-5581
FAX (847) 467-2797

TECH NG71
2145 SHERIDAN ROAD
EVANSTON, ILLINOIS 60208

Principal Investigator Alarm Notification Responsibilities

University safety policy, as promulgated by the Chemical and Biological Safety Committee (CBSC), requires all principal investigators or lab supervisors to provide ORS with information regarding alarms present in their individual laboratory spaces. Please complete the attached **Alarm Notification** form and return it to **ORS** promptly. ORS will log this information into a comprehensive database that allows us to track all the potential research-related warning signals in labs across both campuses.

This policy was enacted in response to an after-hours incident during which a security officer mistook an office alarm signal for a hazard warning/distress alert. As a conscientious watchman, he proceeded to notify ORS emergency personnel of a suspected leak. The emergency responders came to resolve what they believed to be a potential chemical spill/release, only to discover that a printer was out of paper. Without pertinent information for interpreting the alarm, security personnel must assume a worst case scenario. The ORS database is designed to preclude a repeat of this event by giving us the means to contact lab occupants for specific directions.

In order to comply with the alarm tracking project, you are required to:

- Send ORS the above-mentioned form, thoroughly completed for each laboratory room with an alarm under your supervision.
- Appoint a responsible party/designate to respond to alarm calls.
- Post an **Alarm Notice** sign (blank template enclosed) on the outside of each door to each lab room housing an alarm(s). The sign lists the lab contact personnel.
- Maintain the operations manual for the instrument or equipment connected to the alarm in an easily accessible and advertised location, clearly known to the contacts. ORS recommends 2 copies: one in your office and one in the affected lab.

Please note that the (CBSC) definition of alarms is all-encompassing:

- security alarms
- anti-theft protection alarms
- incubator gas tank alarms
- toxic gas detector alarms
- any alarms that are installed by lab personnel and are not University-owned or -maintained (e.g., chemical fume hood alarms are not required to be reported if they are fixtures that come with the lab).
- when in doubt, contact ORS for assistance.

Remember that UP, ORS, Safety and Loss Prevention, Security Guards, Custodians, Neighbors from other labs may need to determine the cause of an alarm. Without adequate information from you, responders may over- or under-react. A security alarm may be perceived as a release of toxic gas that threatens the safety of building occupants. A freezer fault alarm unheard or misunderstood may mean the loss of important samples.

You must indicate the course of action required if an alarm sounds. You must explain whether the lab can be entered safely or not. The required paperwork and materials will ensure that this information is available to those outside your lab who may hear the sound and wonder how to react.

Thank you for your cooperation with the alarm notification program. If you have any questions regarding the alarm notification policy or if you require additional forms and signs, please call ORS.

NORTHWESTERN UNIVERSITY
OFFICE OF RESEARCH SAFETY

CHICAGO: WARD B-106 (312) 503-8300
EVANSTON: TECH NG71 (847) 491-5811

Alarm Notification

Complete this form and return it to the Office of Research Safety (ORS) promptly. This information is required in the event the alarm activates and a knowledgeable person from your staff must be contacted to resolve the alarm.

Date_____Principal Investigator_____

Responsible faculty or staff trained to respond to the alarm and to shut it down:

	Primary Contact	*Alternate Contact*
Name		
Department		
Office Room		
Office Phone		
Home Phone (for emergency use)		

An alarm is present in the following location:

Building_____ Room _____Phone_____

The alarm sounds like:_____

The alarm signifies:_____

Describe the procedure to be followed if someone hears the alarm signal: _____

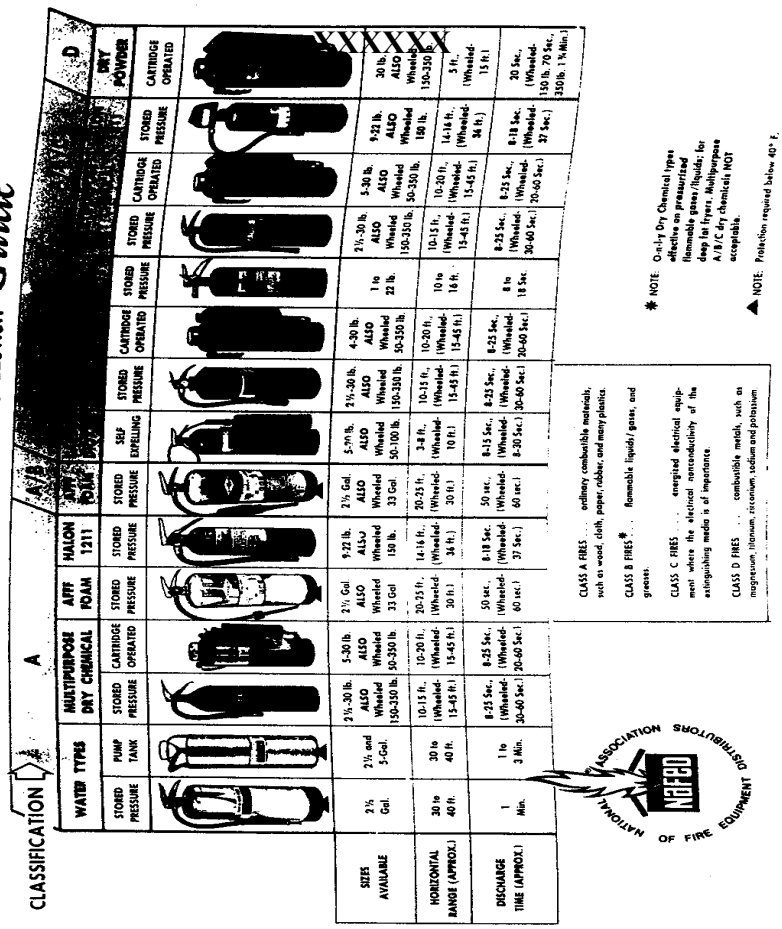
The operation manual for the equipment associated with the alarm is located in the following place(s):_____

Special considerations for emergency responders (i.e., special entry requirements, hazards in labs, etc.):_____

Received at ORS on _____by_____

APPENDIX F

APPENDIX B
PORTABLE FIRE EXTINGUISHER SELECTION GUIDE



B-1

NORTHWESTERN UNIVERSITY

	PRESSURIZED WATER (Class A)	CARBON DIOXIDE (Class BC)	A. B. C. POWDER (Class ABC)
PAPER - CLOTH WOOD - RUBBISH COMBUSITBLES, ETC.	YES EXCELLENT	SURFACE FIRES ONLY	YES EXCELLENT
VOLATILE LIQUIDS GAS - OIL - PAINT, ETC.	NO	YES EXCELLENT	YES EXCELLENT
ELECTRICAL PANELS - MOTOR APPARATUS, ETC.	NO	YES EXCELLENT	YES EXCELLENT
CAPACITY	2 GALLONS	5 LBS. 10 LBS. 15 LBS. 20 LBS.	2½ LBS. 5 LBS. 10 LBS. 20 LBS. 30 LBS.
OPERATING METHOD	BREAK SEAL, PULL PIN, SQUEEZE HANDLE	BREAK SEAL, PULL PIN, SQUEEZE HANDLE	BREAK SEAL, PULL PIN, SQUEEZE HANDLE
FIRE FIGHTING AGENT	WATER	CARBON DIOXIDE	ALL PURPOSE POWDER
APPROXIMATE HORIZONTAL RANGE	40-55 FEET	3-10 FEET	5-20 FEET
APPROXIMATE DISCHARGE TIME	1 MINUTE	8-30 SECONDS	8-25 SECONDS

LABEL SYMBOLS **TYPES OF FIRES**

CLASS **A** 

FOR WOOD, PAPER, CLOTH, TRASH AND OTHER ORDINARY COMBUSTIBLES.

CLASS **B** 

FOR GASOLINE, GREASES, OIL, PAINTS, AND OTHER FLAMMABLE LIQUIDS.

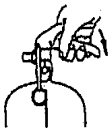
CLASS **C** 

FOR LIVE ELECTRICAL EQUIPMENT.

The label on the extinguishers show one or more of the above symbols designating the types of fires on which this extinguisher should be used.

1. PULL PIN

2. AIM AT BASE OF FIRE



3. SQUEEZE LEVER SWEEP SIDE TO SIDE

APPENDIX G

Emergency Responsibilities and Procedures for Instructors using Tech Classrooms

As an instructor, you are responsible for preparing the students in your class for responding to emergency situations in Tech. These guidelines are designed to assist you.

Class Preparation

1. Identify the exits nearest to your classroom and plan emergency evacuation routes. The primary evacuation route is the nearest means of egress from an area. If fire, smoke and/or other conditions block the primary route, use an alternate route.

   If possible, avoid the front and rear concourses of Tech. If you must use it, please move away from the area as soon as possible so that Emergency Responders have full access to the concourses.

2. Review the evacuation routes and emergency procedures (see Fact Sheets 1, 2, and 3) with your class at the beginning of the quarter.
3. In advance/at the beginning of the quarter, determine a specific emergency plan for any class member(s) with disabilities.

Note that you *must* evacuate your class in response to any alarm (whether a drill, a false alarm, or a real emergency); the only exception is a previously-announced test of the alarm system. The safety of your class members is more important than any lost class time.

In the event of a tornado warning (a continuous three-minute unwavering blast of the Civil Defense sirens), go to an interior hallway or other enclosed area on a lower floor and away from windows. Avoid going into auditoriums or other large rooms where roof collapse may be more likely. AVOID BEING NEAR WINDOWS.

APPENDIX H - CURRENT WARDEN LIST

FY20 Warden List

Tech & Ford Safety Wardens/Searchers by Department					
2019-2020					
NAME	DEPARTMENT	AREA RESPONSIBLE	E-MAIL	Wing	Fl
TECH					
Petersen, Bill	Administration	L wing, N, 1st Fl	w-petersen@northwestern.edu	L	1
Grocholski, Jason	Administration	L wing, N 2nd Fl	j-grocholski@northwestern.edu	L	2
Dennett, Deirdre	Administration/RA	L wing, N, 3rd Fl	d-dennett@northwestern.edu	L	3
Slocombe, Steve	Administration	L wing, N, Gr Fl	s-slocombe@northwestern.edu	M	G
Mordacq, John	Biology	D wing, Gr Fl	j-mordacq@northwestern.edu	D	G
Hodgson, Tracy	Biology	M wing, Gr Fl	t-hodgson@northwestern.edu	M	G
Glucksberg, Matt	BME	E wing, 3rd Fl	m-glucksberg@northwestern.edu	E	3
Cundiff, Deb	BME	E wing, 3rd Fl	deb@northwestern.edu	E	3
Troy, John	BME	E wing, 3rd Fl	j-troy@northwestern.edu	E	3
Neumann, Craig	CEE	A wing, 1st Fl	c-neumann@northwestern.edu	A	1
Tierney Acott	CEE	A wing, 2nd/3rdFl	tierney.acott@northwestern.edu	A	2
Melissa Koelling	CEE	A wing, 2nd/3rdFl	mkoelling@northwestern.edu	A	2
Nie, Marco	CEE	A wing, 3rd Fl	y-nie@northwestern.edu	A	3
Ventre, David	CEE	A wing, GR and BT	d-ventre@northwestern.edu	A	B
Sparks, Hillary	ME	AB Infill, 2nd Floor	h-sparks@northwestern.edu	AB	2
Ott, Andy	Chemistry	Willens Wing, GR	a-ott@northwestern.edu	B	G
MacIver, Malcolm	BME	Willens Wing, 2nd Fl	maciver@northwestern.edu	B	2
Yael Mayer	BME	Willens Wing,	yael.mayer@northwestern.edu	B	4

		4th Fl			
Young, Jennifer	ChBE	E wing, 1st Fl	jennifer.young@northwestern.edu	E	1
Miller, Bill	ChBE	E wing, 2nd Fl	wmmiller@northwestern.edu	E	2
Leonard, Josh	ChBE	E wing, 2nd Fl	j-leonard@northwestern.edu	E	2
Cole, Jennifer	ChBE	E wing, 1st Fl	jennifer-cole@northwestern.edu	E	1
Rentfro, Elizabeth	ChBE	E wing, 1st Fl	elizabeth.rentfro@northwestern.edu	E	G
Torkelson, John	ChBE	E wing, Gr Fl	j-torkelson@northwestern.edu	E	G
Kourkine, Igor	ChBE	N Wing, Gr Fl	i-kourkine@northwestern.edu	N	G
Felse, Arthur	ChBE	N Wing, Gr Fl	afelse@northwestern.edu	N	G
Ott, Andy	Chemistry	Willens Wing, GR	a-ott@northwestern.edu	B	G
Yang, Muwen	Chemistry	D Wing, basement	MuwenYang2021@u.northwestern.edu	D	B
Wong, Nolan	Chemistry	D Wing, basement	nlwong@u.northwestern.edu	D	B
Qi, Yue	Chemistry	D Wing, basement	YueQi2017@u.northwestern.edu	D	B
Wu, Yue	Chemistry	D Wing, basement	YueWu2021@u.northwestern.edu	D	B
Nelson, Derek	Chemistry	D Wing, 2nd Fl	derek.nelson1@northwestern.edu	D	2
Nisbet, Matt	Chemistry	G Wing, 1st Fl	MatthewNisbet2021@u.northwestern.edu	G	1
Wong, Nolan	Chemistry	G Wing, 1st Fl	nlwong@u.northwestern.edu	G	1
Gao, Yanshan	Chemistry	G Wing, 2nd Fl	Yanshan@northwestern.edu	G	2
Nisbet, Matt	Chemistry	G Wing, Gr Fl	MatthewNisbet2021@u.northwestern.edu	G	G
McCall, Kyle	Chemistry	G Wing, Gr Fl	KyleMcCall2014@u.northwestern.edu	G	G
Poeppelmeier, Kenneth	Chemistry	G Wing, Gr Fl	krp@northwestern.edu	G	G
Thorarinsdottir, Anges	Chemistry	H wing, 1st Fl	AgnesThorarinsdottir2020@u.northwestern.edu	H	1
Collins, Kelsey	Chemistry	H wing, 1st Fl	kelsey.collins@northwestern.edu	H	1
Wang, Xiaodi	Chemistry	H wing, 2nd Fl	XiaodiWang2015@u.northwestern.edu	H	2
Kalow, Julia	Chemistry	H wing, 2nd Fl	jkalow@northwestern.edu	H	2
Eckdahl, Christopher	Chemistry	H wing, 2nd Fl	ChristopherEckdahl2022@u.northwestern.edu	H	2
Kneez, Stephanie	Chemistry	H wing, Gr Fl	stephanie.knezz@northwestern.edu	H	G
Berns, Veronica	Chemistry	H wing, Gr Fl	veronica.berns@northwestern.edu	H	G

Miller,Eric	NUANCE/IIN	J Wing, Gr Fl	eric-miller@northwestern.edu	J	G
Hedrick, James	Mirkin Labs	J Wing, Gr Fl	JamesHedrick2013@u.northwestern.edu	J	G
Matthew Thompson	IIN	J wing, 1st Fl	matthew.thompson1@northwestern.edu	J	1
Palmer, Liam	SQI	J wing 2nd Fl	liam-palmer@northwestern.edu	J	2
Ryan Young	ISEN	J wing 3rd Fl	ryan.young@northwestern.edu	J	3
Young, Ryan	ISEN - Labs	J Wing, 4th Fl	ryan.young@northwestern.edu	M	4
Kwiatkowski, Donna	ISEN	J Wing, 4th Fl Offices	d-kwiatkowski@northwestern.edu	M	4
Gerty, Michael	Chemistry	K Wing, 1st Fl	michael.gerty@northwestern.edu	K	1
Jones, Aaron	Chemistry	K Wing, 1st Fl	aaron.jones@northwestern.edu	K	1
Weitz, Eric	Chemistry	K Wing, 1st Fl	weitz@northwestern.edu	K	1
McCall, Kyle	Chemistry	K Wing, 2nd Fl	KyleMcCall2014@u.northwestern.edu	K	2
Masters, Amy	Chemistry	K Wing, 2nd Fl	amy.masters@northwestern.edu	K	2
Lee, Andrew	Chemistry	K Wing, 2nd Fl	andrew.lee3@northwestern.edu	K	2
Weiss, Emily	Chemistry	K Wing, 3rd Fl	e-weiss@northwestern.edu	K	3
Perez, Kaitlyn	Chemistry	K Wing, 3rd Fl	KaitlynPerez2015@u.northwestern.edu	K	3
Be, Arianna Gray	Chemistry	K Wing, 3rd Fl	arianagraybe2015@u.northwestern.edu	K	3
Evans, Austin	Chemistry	K Wing, 3rd Fl	austinevans@u.northwestern.edu	K	3
Dalchand, Naomi	Chemistry	K wing, basement	NaomiDalchand2021@u.northwestern.edu	K	B
Liu, Tingting	Chemistry	K wing, basement	(TingtingLiu2019@u.northwestern.edu	K	B
Knudson, Michael	Chemistry	K Wing, Gr Fl	MichaelKnudson2017@u.northwestern.edu	K	G
Goswami, Subhadip	Chemistry	K Wing, Gr Fl	subhadip.goswami@northwestern.edu	K	G
Doan, Peter	Chemistry	K Wing, Gr Fl	ped131@northwestern.edu	K	G
Chen, Lin	Chemistry	L Wing, 1st Fl	l-chen@northwestern.edu	L	1
Shaller, Richard	Chemistry	M Wing, 1st Fl	schaller@northwestern.edu	M	1
Kohlstedt, Kevin	Chemistry	M Wing, 1st Fl	kkohlstedt@northwestern.edu	M	1
Smith, Corey	Chemistry	M Wing, 2nd Fl	corey.smith@northwestern.edu	M	2
Davoust, Clark	Chemistry	N Wing, Gr Fl	davoust@northwestern.edu	N	G
Surma, Carol	ECE	L wing, 3rd Fl	carol@eecs.northwestern.edu	L	3
Zhou, Hai	ECE	L wing, 4th Fl	haizhou@ece.northwestern.edu	L	4
Mohseni, Hooman	ECE	M wing, 2nd Fl	hmohseni@northwestern.edu	M	2

Shahriar, Selim	ECE	M wing, 2nd Fl	shahriar@ece.northwestern.edu	M	2
Bundalo, Pred	ECE	M wing, 3rd Fl	pred@ece.northwestern.edu	M	3
Bachmann, Christopher	ECE	M wing, 3rd Fl	cbachman@eecs.northwestern.edu	M	3
Wei, Ermin	ECE	M wing, 3rd Fl	ermin.wei@northwestern.edu	M	3
Yuen, Horace	ECE	C wing, 3rd Fl	yuen@ece.northwestern.edu	M	3
Grayson, Matthew	ECE	C wing, 3rd Fl	mgrayson@eecs.northwestern.edu	C	3
Katsaggelos, Aggelos	ECE	M wing, 4th Fl	aggk@ece.northwestern.edu	M	4
Haddad, Abraham	ECE	M wing, 4th Fl	ahaddad@ece.northwestern.edu	M	4
Chopp, David	ESAM	M wing, 4th Fl	chopp@northwestern.edu	M	4
Catherine Cotter	ESAM	M wing, 4th Fl	catherine.cotter@northwestern.edu	M	4
Rolf Ziemann	Facil. Mgt.	Building entrance	ziemann@northwestern.edu	Entrance	
Notali Notali	Facil. Mgt.	Building entrance	n-notali@northwestern.edu	Entrance	
David Newton	Facility Mgmt.	Building entrance	d-newton@northwestern.edu	Entrance	
Agnes Kaminski	IEMS	C Wing, 1st Fl	a-kaminski@northwestern.edu	C	1
Dan Apley	IEMS	C wing, 2nd Fl	apley@northwestern.edu	C	2
Stephen Pedersen	IEMS	E Wing, 2nd Fl	stephen.pedersen@northwestern.edu	E	2
Jo, Eunae	IEMS	D Wing, 2nd Fl	eunae.jo@northwestern.edu	D	2
David Morton	IEMS	M Wing, 2nd Fl	david.morton@northwestern.edu	M	2
Barry Nelson	IEMS	M wing, 3rd Fl	nelsonb@northwestern.edu	M	3
Chen, Wei	ME	B wing, 1st Fl	weichen@northwestern.edu	B	1
Chen, Sun	ME	B wing, 1st Fl	c-sun@northwestern.edu	B	1
Peshkin, Michael	ME	B wing, 2nd Fl	peshkin@northwestern.edu	B	2
Dyess, Pat	ME	B wing, 2nd Fl	j-dyess@northwestern.edu	B	2
Mike Beltran	ME	B wing, Gr Fl	mbeltran@northwestern.edu	B	G
Rick Marzec	ME	B wing, Gr Fl	r-marzec@northwestern.edu	B	G
Lichter, Seth	ME	B wing, 4th Fl	s-lichter@northwestern.edu	L	4
Beddows, Patricia	Earth Sciences	FG wing	patricia@earth.northwestern.edu	F	2

Barklage, Mitch	Earth Sciences	FG wing	Mitch@earth.northwestern.edu	F	4
Schmitt, Michael	Physics	F wing, 1st floor	m-schmitt@northwestern.edu	F	1
Frank, Kari	CIERA	F wing, 2nd floor	kari.frank@northwestern.edu	F	2
Raymond, Lisa	Physics	F wing, 2nd floor	lisa.raymond@northwestern.edu	F	2
Stern, Nathaniel	Physics	F wing, 3rd floor	n-stern@northwestern.edu	F	3
Case, Daniel	Physics	F wing, 3rd floor	danielcase2013@u.northwestern.edu	F	3
de Gouvea, Andre	Physics	F wing, 4th floor	degouvea@northwestern.edu	F	4
Petriello, Frank	Physics	F wing, 4th floor	f-petriello@northwestern.edu	F	4
Trossman, Jonathan	Physics	F wing, basement	jonathantrossman2014@u.northwestern.edu	F	B
Zimmerman, Andrew	Physics	F wing, ground floor	AndrewZimmerman2016@u.northwestern.edu	F	G
Nguyen, Man	Physics	F wing, ground floor	ManNguyen2019@u.northwestern.edu	F	G
Schaufele, Markus	Research Safety	N wing, ground floor	Markus Schaufele <m-schaufele@northwestern.edu>	N	G
Sullivan, Gwendolyn	Research Safety	N wing, ground floor	gwendolyn.sullivan@northwestern.edu	N	G
Barthelme, Ron	Shops	N wing, ground floor	rdbarth@northwestern.edu	N	G
FORD					
Benjamin, Stacy	Ford	Basement	s-benjamin@northwestern.edu	Ford	B
Brown, Dan	Ford	East, Gr Fl	dan-brown@northwestern.edu	Ford	G
Su, Donna	Ford	East, 1st Fl	donnasu@northwestern.edu	Ford	1
DeCosta, Emma	Ford	East, 2nd Fl	emmat@northwestern.edu	Ford	2
Bledsoe, Michelle	Ford	West, 3rd Fl	m-bledsoe@northwestern.edu	Ford	3