

# **EMERGENCY RESPONSE PLAN**

**North Campus Garage  
McCormick Education Center (MEC)**

**NORTHWESTERN UNIVERSITY**

**October 3, 2016**

**The McCormick Education Center (MEC) houses three professional masters programs of the McCormick School of Engineering and Applied Science. MEC is located on the south side of the ground floor of the North Campus Garage, 2311 N Campus Drive, Evanston, IL 60208. MEC faculty, staff, students and visitors are expected to be mindful of building safety procedures.**

**[Safety and Emergency Information](#)**

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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)	<h1 style="margin: 0;">911</h1>
Non-emergency/not life threatening	456 from NU phone 847-491-3456

- Calls to 911 are routed directly to the City Dispatch Center, which will arrange the dispatch of emergency equipment.

**University Police** (non-emergency)  
[www.northwestern.edu/up/](http://www.northwestern.edu/up/)  
**Emergency Voice Mail**

<b>Evanston Campus</b>	<b>1-3456</b>
<b>Chicago Campus</b>	<b>3-3456</b>
Provides updated status on campus emergencies	<b>1-1100</b>

**Office of Risk Management**  
[www.northwestern.edu/risk/](http://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 1-3253  
 Facility Inspections 1-3253  
 Fire Protection 1-3253

Indoor Environmental Quality 1-3253	<b>1-5610</b>
Noise Level Surveys 1-3253	
Property Loss Claims 1-4334	
Safety Training 1-3253	
Student Hospitalization 1-5582	
Visiting Scholars Insurance 1-5610	
Workers' Compensation 1-5582	

**Facilities Management**  
[www.northwestern.edu/facilities-management/](http://www.northwestern.edu/facilities-management/)

Helpline	<b>1-5201</b>
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## **FACT SHEET 2**

### **MEC 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 OR OTHER ISSUE**

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

## **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  
Non-emergency **456 (847-491-3456)**
2. **KNOW** the hazards of any materials and equipment in MEC 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 rally point. Move away from the front concourse of SPAC so that Emergency Responders have full access to the area.
4. **KNOW** the locations of fire alarm pull stations.
5. **KNOW** the locations of portable fire extinguishers. Only NU-trained personnel should use fire extinguishers.

##### **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 North Campus Garage 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.

The North Campus Garage fire alarm system is zoned. The fire doors in North Campus Garage compartmentalize the building. The trigger of an alarm in one zone prompts the automatic closing of all fire doors throughout North Campus Garage. 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 area of SPAC.

The North Campus Garage complies with all fire codes. Zones are separated by fire walls and doors and protected by automatic sprinklers.

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.

### **III. ASSISTING PERSONS WITH DISABILITIES**

Persons with disabilities may need assistance during evacuations. If someone requires help, alert the first responders.

### **IV. EVACUATION ROUTES – See map on page 16**

**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.** FM or NU police 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 area of SPAC. 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. The MEC Rally point is the Searle Hall Lobby.
- **Instructors Using MEC Classrooms** Instructors are responsible for the safety of their classes in the North Campus Garage and must familiarize themselves with emergency responsibilities and procedures in Appendix A. Instructors should also be aware of specific exit routes from their classroom and hallway.

### **V. COMMAND POST**

First responders (e.g., UP officers) will establish an incident command post outside - 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, or other persons knowledgeable about the incident. Other persons with first-hand knowledge of the circumstances of the incident should report to the incident commander at the command post.

**Persons with first-hand knowledge of the incident should 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 point 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 area of SPAC. Egress to and from the building must be clear to allow the emergency responders free access and passage.**

## **VI. TERMINATING THE EVACUATION**

When the incident commander has conferred with NU 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.**

## **FACT SHEET 4**

### **Safety Guidelines for Active Shooter 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. 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 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 will be dictated by the specific circumstances of the encounter. If you find yourself involved in an active shooter 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 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 and creating a safe environment for medical assistance to be brought in to aid the injured.

## **FACT SHEET 5** **Various Topics**

### **BOMB THREAT**

Take any bomb threat seriously, and report it immediately by calling 911.

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 give them all of the information you obtain.

### **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

### **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.

### **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. North Campus Garage is such a building. **AVOID WINDOWS.**

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

### **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.

1. Call 911.
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.

### **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.

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.

**PERSONAL SAFETY**

The personal safety of every member of the Northwestern community is of high importance. Please see the [Office of Risk Management website](#).

**APPENDIX A**

**DEPARTMENT/CENTER RALLY POINTS AS OF 08-12-2016**

MEC- All faculty, staff, students and visitors in the MEC area of the North Campus Garage should be directed to the Searle Lobby.

In the event of an emergency, the Evanston Fire Department will require full access to the front area of SPAC. The Command Center will be a fire engine with a green flashing light. When exiting through the front, please move immediately away from the area and go to your rally point.

Check in with McC Administration Building Manager to report on evacuation status by either coming to the Command Center (Evanston Fire with green flasher) or, from your rally point, calling 224-402-9470.

## APPENDIX B

### Emergency Responsibilities and Procedures for Instructors using MEC Classrooms

As an instructor, you are responsible for preparing the students in your class for responding to emergency situations in your classroom. 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 entrance. 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.

2. Review the evacuation routes and emergency procedures (see Fact Sheets 1, 2, and 3 attached) 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 C

### First Floor Exits Map

