

Silverman Hall Evacuation Plan

Chemistry of Life Processes Institute
2170 Campus Drive, Evanston, IL 60208-2850
January 5, 2011

This is supplemental information to provide department specific emergency procedures. Refer to the Employee Safety Handbook for additional NU safety information.

In the event of fire, hazardous materials release or other hazardous situations requiring emergency response **ACTIVATE THE FIRE ALARM BY PULLING AN ALARM PULL STATION AND CALL UNIVERSITY POLICE.**

Lab workers must receive training to distinguish between the types of spills they can handle on their own and those spills that are classified as "MAJOR". Major spills dictate the need for outside help.

EMERGENCY PHONE NUMBERS

University Police (UP)	911
UP non-emergency	491-3254

Department Emergency Contacts

Facilities Manager, Andrea Calabrese: 847-467-2303 (work); 312-550-2326 (cell)
Alternate Facilities Manager, Sheila Judge: 847-491-5868 (work); 708-309-1942 (cell)

Facilities Management	491-5201
Office of Research Safety	491-5581
<i>(Chemical, Biological or Radioactive safety)</i>	
Department of Risk Management	
Safety	491-3253
Claims Division	491-5610
Workers Compensation	491-5582

CALL UP & CALMLY STATE

- ◆ Your name
- ◆ The building and room location of the emergency
- ◆ The nature of the emergency – fire, chemical spill, etc.
- ◆ Whether injuries have occurred
- ◆ Hazards present which may affect responding emergency personnel
- ◆ A phone number near the scene where you can be reached.

BUILDING EVACUATION

Upon hearing the fire alarm or announcement begin evacuation procedures

- ◆ Keep yourself and others calm
- ◆ Quickly proceed outside the building (or to the announced “safe location”) using the planned evacuation route.
- ◆ Close windows and doors as you leave.
- ◆ Help those that need special assistance. (*Insert plan for assisting disabled persons in the department*)
- ◆ Report immediately to the designated “safe area” located:
 - a) If evacuating from Silverman Hall, report to the **south end of the Silverman Hall Parking lot or if under construction, meet in the parking lot south of Annenberg Hall.**
 - b) If evacuating from Pancoe or Ryan Halls, report to the **courtyard near Hogan Hall**Check in with **Andrea Calabrese** or **Sheila Judge** who will be taking a head count.
- ◆ Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

BUILDING SAFETY SYSTEMS

The building at **2170 Campus Drive** on Northwestern University, Evanston campus has the following safety systems:

Locate the emergency equipment in your area and know how to use it.

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to UP. UP will notify Evanston Fire Department and they will investigate. Evacuation is required anytime the fire alarm system sounds.

Smoke and heat detectors – This will immediately activate the fire alarm system.

Automatic Sprinkler System – This will begin the extinguishment of the fire and immediately send an alarm to UP. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least 18” of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Facilities Management.

Emergency Lighting – This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.

Fire Extinguishers – Only NU trained personnel should use fire extinguishers. Always notify UP, from a safe location, after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.

See Emergency Evacuation Map.

Manual Alarm pull stations – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to UP. After activating the alarm call UP, from a safe location, to provide additional information. Never block or obstruct these with furniture or equipment.

See Emergency Evacuation Map.

First Aid Kit – For minor injuries not requiring medical attention.

CLP Reception 3-601

Fire Doors- Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors upon alarm activation.

**EVACUATION PERSONNEL FOR
SILVERMAN EAST**

EVACUATION WARDENS:

Evacuation Personnel:

Andrea Calabrese: 7-2303

Andrew Mazar: 7-0942

BASEMENT

Evacuation Personnel:

Mrinmoy De: 1-5809

Stan Chou: 1-5809

Kasia Catherman: 7-2952

Emma Doud: 7-2415

1st FLOOR

Evacuation Personnel:

Alex Waters: 7-3306

Matt McCrory: 7-0861

2ND FLOOR

Evacuation Personnel:

Lauren Matosziuk: 1-4556

Setong Mavong: 7-7785

3RD FLOOR

Evacuation Personnel:

Daniel Cohen: 1-6659

Dustin Hawker: 1-2991

Chris Holmquist: 7-3491

4TH FLOOR

Evacuation Personnel:

Elden Swindell: 7-7282

**EVACUATION PERSONNEL FOR
SILVERMAN WEST**

EVACUATION WARDENS:

Evacuation Personnel:

Sheila Judge: 1-5868

Michelle Suran: 7-2587

BASEMENT

Evacuation Personnel:

Maria Proenca: 7-3217

Jeremy Rogers: 7-3603

Lisa Hurley: 7-5303

1st FLOOR

Evacuation Personnel:

Laura Timmerman: 1-5504

Ashley Goodman: 1-3807

2ND FLOOR

Evacuation Personnel:

Ashish Basuray: 1-6623

3RD FLOOR

Evacuation Personnel:

Haylee Thomas: 7-1086

Dorothy Ahlf: 7-1050

Sungjin Park: 1-2435

Rikkert Nap: 7-3750

4TH FLOOR

Evacuation Personnel:

Daria Zelasko-Leon: 1-4544

Joe Olvera: 1-7813