

**EMERGENCY RESPONSE PLAN**

**ARTHUR AND GLADYS PANCOE  
LIFE SCIENCES PAVILLION**

**NORTHWESTERN UNIVERSITY**

**2014-2015**

This plan was approved by the Pancoe/ENH Safety Committee  
and by the Office of Risk Management on October 7, 2014

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## EMERGENCY PROCEDURES

<p><b>FOR ANY INCIDENT REQUIRING EMERGENCY ASSISTANCE DIAL 911</b></p>
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*Additional details are provided within the plan for all situations below.*

### **MEDICAL EMERGENCY (e.g. LIFE-THREATNING INJURY):**

- Dial 911 for ambulance or emergency transportation.

### **FIRE/EXPLOSION:**

- Extinguish any controlled open flames (e.g. Bunsen burners) and close doors and windows if you can do so *without endangering your safety and/or impeding your escape*.
- Evacuate the room or area; assist with the evacuation of others from the area if you can do so *without endangering your safety and/or impeding your escape*.
- Pull the nearest fire alarm station and evacuate the building.
- From a safe location, dial 911 to report the fire.
- Safety Wardens should meet and inform emergency responders and provide assistance as requested.

### **NATURAL GAS LEAK:**

- Extinguish any open controlled flames (e.g. Bunsen burners) if you can do so *without endangering your safety and/or impeding your escape*.
- Evacuate the room or area; assist with the evacuation of others from the area if you can do so *without endangering your safety and/or impeding your escape*.
- Dial 911 to report the natural gas leak.
- Pull the nearest fire alarm station and evacuate the building.
- Safety Wardens should meet and inform emergency responders and provide assistance as requested.

### **RADIATION SPILL:**

- Notify persons in the immediate area.
- Confine spill using gloves and protective clothing.
- Call the Office of Research Safety (1-5581).
- Decontaminate the area if possible *without endangering your safety*.
- Monitor the personnel involved.

### **CHEMICAL OR BIOLOGICAL SPILL:**

- Notify persons in the immediate area.
- Turn off ignition sources if spill is flammable.
- Call the Office of Research Safety (1-5581).
- Remove clothing, rinse contaminated skin under running water for at least 15 minutes and get medical attention.
- If the spill involves skin contact with hydrofluoric acid, rinse for 5 minutes only, apply calcium glutamate, and go to the Emergency Room of Evanston Hospital.

- For eyes, rinse in running water for 15 minutes, get medical help.
- If a spill is incidental and you have had appropriate training, confine and clean up spill, wearing appropriate protective clothing. A spill is defined as incidental if it does not pose a significant safety or health hazard to employees in the immediate vicinity and it does not have the potential to become an emergency within a short time frame.

### **CAMPUS SHOOTING:**

- 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 **Dial 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.
- Immediately leave to a safe area if possible.
- If it is unsafe to escape:
  - Proceed to a room that can be locked or barricaded.
  - Lock and barricade doors or windows.
  - Turn off lights and close blinds.
  - Turn off radios, or other devices that emit sound; silence cell phones.
  - Keep yourself out of sight, stay away from windows and take adequate cover/protection,
- Have one person **Call 911**

## **EMERGENCY TELEPHONE NUMBERS & INFORMATION**

### **University Police**

<http://www.northwestern.edu/up/>

1201 Davis

- Fire
- Serious Injury
- Theft
- Suspicious package
- Hazardous chemical spill (outside of business hours)

**911 (EMERGENCY)**

1-3456 (non-emergency)

### **University Emergency Information**

<http://www.northwestern.edu/emergency/>

- For information about breaking news, natural disasters, etc.

### **Office of Research Safety**

<http://www.research.northwestern.edu/ors/>

Technological Institute, NG-71

- Radiation spills
- Hazardous chemical spills

**1-5581**

- Emergency response team
- Biological, chemical, radiation, and laboratory safety

## **OTHER IMPORTANT PHONE NUMBERS**

### **Risk Management**

<http://www.northwestern.edu/risk/>

**1-5610**

2020 Ridge, Suite 240

- Fire safety training
- Building inspections & code compliance
- Safety training
- Early defibrillation program
- To report a job-related injury

### **Facilities Management**

<http://www.northwestern.edu/fm/>

**1-5201**

- Alarm systems
- Building infrastructure

## Table of Contents

<b>INTRODUCTION</b> .....	7
<b>UNIVERSITY POLICY REGARDING SAFETY</b> .....	7
<b>RESPONSIBILITY FOR SAFETY</b> .....	7
DEAN .....	7
DEPARTMENT HEAD OR CENTER CHAIRPERSON .....	7
PRINCIPAL INVESTIGATORS AND OTHER SUPERVISORS .....	8
BUILDING SAFETY COMMITTEE.....	8
UNIVERSITY POLICE.....	8
RISK MANAGEMENT .....	8
OFFICE FOR RESEARCH SAFETY (ORS) .....	8
FACILITIES MANAGEMENT .....	9
EVACUATION WARDENS.....	9
THE INDIVIDUAL – YOU .....	10
<b>PANCOE BUILDING EMERGENCY PLAN</b> .....	<b>11</b>
EVACUATION ROUTES .....	11
<i>PRIMARY AND ALTERNATE ROUTES</i> .....	11
<i>ELEVATORS AND STAIRWAYS</i> .....	11
<i>DISABLED PERSONS EVACUATION WAITING AREA</i> .....	11
<i>RALLY POINT OR MEETING PLACE</i> .....	11
<i>BRIDGES</i> .....	12
EMERGENCIES.....	12
<i>BEFORE AN EMERGENCY OCCURS</i> .....	13
<i>UNIVERSITY WIDE EMERGENCY NOTIFICATION SYSTEM</i> .....	13
<i>FIRE EMERGENCY PROCEDURE</i> .....	13
<i>NATURAL GAS LEAK</i> .....	14
<i>CHEMICAL, BIOLOGICAL, OR RADIATION EMERGENCIES</i> .....	15
<i>POWER OUTAGE</i> .....	15
<i>BOMB THREAT</i> .....	16
<i>CAMPUS SHOOTING/ACTIVE SHOOTER</i> .....	16
<i>INJURY OR ILLNESS</i> .....	18
<i>WORKERS' COMPENSATION</i> .....	18
<b>PANCOE/ENH BUILDING SAFETY SYSTEMS</b> .....	<b>19</b>
FIRE ALARM SYSTEM .....	19
PORTABLE FIRE EXTINGUISHERS .....	19
STANDPIPE FIRE HOSES .....	20
FIRE DOORS .....	20
EMERGENCY ELECTRIC POWER .....	20
<b>APPENDICES</b> .....	<b>22</b>
PORTABLE FIRE EXTINGUISHER SELECTION GUIDE .....	22
FIRE EXTINGUISHER, PULL STATION .....	23
& SAFETY SHOWER LOCATIONS .....	23
EMERGENCY PROCEDURES FOR LABORATORIES DECAL .....	24

LISTING OF PANCOE SAFETY WARDENS ..... 25

## **INTRODUCTION**

*This manual will provide you with some of the basic information you should know concerning emergency response procedures and the building safety systems in the Arthur and Gladys Pancoe Life Sciences Pavilion. Please read the entire manual, so you will know how to respond to a safety-related problem or emergency situation.*

Each Principal Investigator (PI) is required to have a safety plan for his/her lab or group of labs. Laboratory specific safety plans are stored online in ISIS (Integrated Safety Information System).

For further information on general safety and fire protection, call Risk Management, at 491-5610. For information regarding hazardous chemicals, biological agents, carcinogens, radioactive materials, hazardous waste disposal, and other matters involving hazardous materials, call the Office for Research Safety at 491-5581.

## **UNIVERSITY POLICY REGARDING SAFETY**

Northwestern University is committed to providing a safe and healthful environment in which teaching, research, and public service may be pursued. The University is further committed to 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 implementing it are applicable equally to all students, faculty, staff, and visitors. Each individual is responsible for knowing and adhering to the policy and the implementation of regulations and guidelines.

## **RESPONSIBILITY FOR SAFETY**

### ***DEAN***

The Dean of the College of Arts and Sciences is responsible for departments with facilities in Pancoe and shall see that Department Heads or Center Chairpersons fulfill their obligation to adequately and regularly instruct their people in proper safety procedures for the work under their supervision, including the proper action to take in the event of an accident, and to see that they comply with all related government regulations and University rules and policies.

### ***DEPARTMENT HEAD OR CENTER CHAIRPERSON***

The term department head is used here to include not only department heads but also chairpersons, directors and others in similar areas of responsibility. The department head is responsible for providing an overall safe workplace for faculty, staff, and students within the department's facilities and to see that supervisory personnel, including principal investigators, instructors, and others, train their employees and students in the proper procedures necessary to maintain the general safety of the day-to-day operations. Through principle investigators and other supervisors, the department head is responsible for the following:

1. Training employees and students before allowing them to work at any hazardous task,
2. Providing personal protective equipment and enforcing the required use of such

- equipment,
3. Providing written procedures for safe operation and emergencies,
  4. Providing required warning signs in appropriate places,
  5. Investigating accidents in the department and sending copies of the reports to Risk Management and to the Office of Research Safety where appropriate, and
  6. Maintaining full compliance with all federal, state, and local regulations regarding general safety and handling hazardous materials.

### ***PRINCIPAL INVESTIGATORS AND OTHER SUPERVISORS***

Principal investigators and other supervisory personnel are responsible for implementing and carrying out all of the above responsibilities of the department head. These responsibilities of the supervisory personnel cannot be delegated.

### ***BUILDING SAFETY COMMITTEE***

The building's safety committee chairperson is appointed by mutual consent of the departments in the building to chair the building's safety committee. The safety committee chairperson shall then ask each of the various departments in the building to appoint a representative to serve on the safety committee. The safety committee shall develop the overall safety and emergency evacuation plan for the building and distribute the plan to the various departments, so they may add their specific departmental emergency procedures to the plan. The committee should thereafter meet periodically as necessary to review and update the plan or to consider any new problem that might arise.

### ***UNIVERSITY POLICE***

University Police respond to emergency calls and alarms to provide assistance and control the site of the emergency. The University Police communications officer summons the fire department or ambulance when needed. The responding officers may provide emergency first aid and set-up transportation to the emergency room in cases where paramedics are not required.

### ***RISK MANAGEMENT***

Risk Management inspects the public and service areas of the building, investigates accidents, and reports safety violations to the department head for correction and/or Facilities Management where appropriate. The Claims Division of Risk Management handles Worker's Compensation claims for occupational injuries and illnesses to employees.

Risk Management will assist in developing safety policies and procedures as well as general safety training programs and will provide advice on local and national codes related to facilities, materials handling, storage, and fire protection.

### ***OFFICE FOR RESEARCH SAFETY (ORS)***

ORS is responsible for coordination of the University's overall compliance with federal OSHA Hazard Communication and other regulatory standards.

The Office for Research Safety is also responsible for providing safety information to research laboratories and provides services supporting safe practices and facilities. This includes a



program for radioactive materials, bloodborne pathogens, recombinant DNA, and laboratory safety captured under the on-line Integrated Safety Information System (ISIS). In addition, ORS performs yearly fume hood inspections, laboratory annual reviews and general safety training among other services.

ORS manages disposal programs for hazardous chemical, biological, and radioactive wastes. A variety of containers for chemical and radioactive waste collection are available at no charge in the on-campus VWR stockrooms. Each generator of a hazardous chemical waste must comply with proper storage, labeling, sealing of containers, and spill control.

ORS responds to emergencies in research laboratories and provides equipment and supplies for containment and cleanup of spills. ORS investigates accidents in research facilities and recommends changes that might prevent a recurrence.

### ***FACILITIES MANAGEMENT***

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

### ***EVACUATION WARDENS***

Departments in Pancoe shall work together to form a coordinated effort toward establishing an effective safety program and emergency response. This is done by having an oversight committee for safety and emergency response and evacuation wardens to act in the first minutes of emergencies. Two evacuation wardens shall be appointed for the north and south sections of the first, second, third, and fourth floors. Multiple wardens are required for each floor to increase the likelihood that a warden will be present during an emergency. Evacuation wardens should inform a UP Police or other emergency personnel at the command post if there are any individuals that cannot or will not exit the building, or if there is a large area that could not be checked due to time constraints or the space was unsafe. Evacuation wardens should be full-time faculty or staff. Evacuation wardens shall be knowledgeable in the general operations and hazards as well as the emergency procedures on their respective floors.

Special procedures exist for the CCM facility located in Pancoe. All CCM staff working during any evacuation are asked to quickly sweep the immediate area before exiting the building. Upon exiting, staff shall meet at a pre-designated location. CCM shift supervisors will note what individuals are present, accounting for which building has been evacuated and where CCM employees might be working at that time. Shift supervisors shall send one individual to the other CCM buildings to account, if possible, for any missing employees. A shift supervisor will then report to the emergency command post (see below) and provide information regarding the evacuation. All CCM members should be familiar with the following Evacuation Warden responsibilities:

#### **A. On Notification of an Incident**

When notified of a fire, explosion, chemical release, or other hazardous situation

requiring emergency assistance on his/her floor, the evacuation warden should take the following action, but at no time should an evacuation warden jeopardize his/her own personal safety.

1. Ask that all occupants of the floor leave, if evacuation is indicated. Take all reasonable means to ensure the safety of any injured person. Note their location so information can be passed to command post.
2. Activate the fire alarm when appropriate (fire, explosion, or threat of fire or explosion). Alert occupants to evacuate the area/building.
3. Call University Police and/or Research Safety as appropriate, and report the incident.
4. Assist emergency personnel with any information available concerning the incident, its origin, and individuals involved (see command post below). Remain available to emergency personnel as additional information may be required.

#### B. On Hearing an Alarm

1. Call University Police and/or Research Safety as appropriate, and report the incident.
2. Ask that all occupants of the floor leave, if evacuation is indicated. Take whatever action is necessary for the safety of any injured person. Note their location so information can be passed to command post.
3. Report to command post. Assist emergency personnel with any information available concerning the incident, its origin, and individuals involved. Remain available to emergency personnel as assistance may be required.

#### C. Command Post

University Police and/or Fire Department personnel will establish a command post when responding to an emergency situation. The location of the command post will vary, depending on the nature of the emergency and the state of the building. Most often the command post will be adjacent to the first floor, east of Pancoe/ENH (facing the street between the Pancoe parking lot and the Allen Center). If the fire department responds to an incident, the command post vehicle is identifiable by a flashing green light.

Upon exiting the building, each Safety Warden should report to the command post for further instructions. Wardens should report to safety personnel any individuals who failed to leave the building or disabled individuals who are known to require assistance in exiting the building.

### ***THE INDIVIDUAL – YOU***

Safety requirements are well documented and available for most basic work procedures. You must accept the responsibility for knowing them and putting them into practice in your work place. Basically, safety requires the same attitude in a research laboratory, machine shop, art studio, or office. If you are going to work safely, you must develop a safety attitude. Learn in advance what you can of the properties, hazards, and safety measures pertinent to the materials and equipment you will use. Always include safety considerations in planning and performing your work. Know the established emergency procedures and where emergency equipment and

supplies are located and how to use them.

## **PANCOE BUILDING EMERGENCY PLAN**

### ***EVACUATION ROUTES***

Persons in charge of laboratories must consciously plan and see to the maintenance of open, uncluttered pathways from the far corners of their respective laboratories to the doorway and to the nearest stairway or building exit. Hazardous materials, such as flammable liquids and gas cylinders must be kept away from the doorway, and the doorway must be kept clear of any storage or other obstructions that could impede escape. Although large equipment items and gas cylinders are permitted in the linear equipment room, residents of each floor should ensure that equipment items do not encroach upon designated egress routes. City, state, and federal codes require that a clear path of egress to stairways and exits be maintained at all times.

### ***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:

- Away from the building by a door at the ground level or bridge at the second-floor level.
- Vertically by stairways.

Egress from Pancoe is via three primary routes: ground floor doors; exiting adjacent to the three stairwells; and bridges—one each from Pancoe to Hogan (second floor only) and Pancoe to Cook and Pancoe to Silverman (floors 2, 3, and 4, north and south wings).

Know your primary and alternate routes. Evacuation wardens may not be available to direct you to the nearest exit, so you should take responsibility for learning the evacuation routes from your area. Please also be aware of construction surrounding the building and choose the most appropriate and accessible exit depending on the level of emergency.

### ***ELEVATORS AND STAIRWAYS***

**Do not use elevators during emergencies.** The stairways at the north and south ends of the building, and a third central stairway are the safest and preferred means of egress.

### ***DISABLED PERSONS EVACUATION WAITING AREA***

Because elevator use is prohibited during a fire, disabled individuals (confined to a wheelchair or those injured who cannot utilize the stairs) should seek refuge in the “Area of Rescue Assistance” located in all stairwells on each floor until emergency responders arrive to safely evacuate them. If adjoining buildings are not affected by the emergency, individuals should use the bridges to access these buildings. Floor evacuation wardens should take notice during their sweep that someone in need of special assistance is waiting in the specified area and report this information to the Incident Commander on the first floor. The Incident Commander will then coordinate with emergency responders to have the disabled individual rescued by emergency personnel.

### ***RALLY POINT OR MEETING PLACE***

Upon exiting the building, it is essential that you move away from the exits to allow emergency

personnel easy access to the building. Members of each laboratory should reconvene at their predetermined laboratory rally point, listed on their laboratory's Emergency Safety Contact Sheet. Each laboratory safety contact should take a head count to determine if anyone is missing. Should a missing person be identified, the safety contact should immediately notify a University Police Officer stationed either in the ground floor lobby of Pancoe or outside the building, near the east entrance.

If the evacuation occurs on weekends or evenings when the lab safety contact is not around, please make sure that you or another member of your lab reports to the Command Post. The command post vehicle is identifiable by a flashing green light. Most often the command post will be adjacent to the east entrance of Pancoe (facing the street between the Pancoe parking lot and the Allen Center).

When it is safe to re-enter the building, a uniformed University Police officer, a Plainclothes University Police officer displaying a badge, a member of the University Emergency Response Team with photo identification displayed, or an Evanston Fire Department member will give an "all clear" message. **DO NOT RE-ENTER THE BUILDING UNTIL ONE OF THESE INDIVIDUALS HAS GIVEN THE ALL CLEAR!**

#### *BRIDGES*

The Pancoe-Hogan, Pancoe-Cook, and Pancoe-Silverman bridges are **not** a place of refuge. If you exit the building via either of these bridges, continue into the respective building.

#### *EMERGENCIES*

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

\*

**IN ANY SITUATION REQUIRING EMERGENCY ASSISTANCE**

**FIRE, EXPLOSION, RADIATION, MEDICAL EMERGENCY  
OR LIFE THREATNING HAZARDOUS MATERIALS SPILL**

**DIAL 911.**

**IF NO TELEPHONE IS AVAILABLE AND NEED FOR ASSISTANCE IS URGENT,**

**PULL THE NEAREST FIRE ALARM BOX;  
IT WILL TRANSMIT TO UNIVERSITY POLICE AND GET HELP ON THE WAY.**

\*

## *BEFORE AN EMERGENCY OCCURS*

- **KNOW** the established emergency procedures for your department;
- **KNOW** the locations of fire alarm pull stations;
- **KNOW** the locations of portable fire extinguishers and how to use the various types;
- **KNOW** the locations of safety showers, eyewash fountains, and other personal protective equipment available to you;
- **KNOW** the hazards of the materials and equipment you are handling and the precautions necessary to work safely with them;
- **KNOW** the means of egress from your work area to the nearest stairway or exit from the building.

## DURING AN EMERGENCY

### *UNIVERSITY WIDE EMERGENCY NOTIFICATION SYSTEM*

In early 2008, the University installed a new emergency notification system to contact the entire campus community rapidly in the event of an emergency on campus. On the Evanston campus, sirens or loudspeaker announcements may be broadcast across the University to warn of emergency situations. In addition, e-mails and phone messages to campus and home numbers will also be sent to notify the community. To receive notification of any emergency, enter the phone number at which you want notification through the FASIS self service. Additional information may be obtained via a voicemail notification system and the "Breaking News" link on the University's Web home page.

### *FIRE EMERGENCY PROCEDURE*

See the section, PANCOE/ENH BUILDING SAFETY SYSTEMS, in this manual for a description of the fire alarm system in the Pancoe/ENH Building and how it operates.

#### **1. If you discover or suspect a fire.**

- a) Activate the alarm system immediately by pulling the nearest alarm station. DIAL 911, and tell the officer the exact location of the fire and any known special hazards at the location. Don't assume that someone else has called.
- b) If the fire is in a room and no one is in the room, try to close the door to retard the spread of smoke and heat.
- c) If the fire is small and can be easily extinguished, do so, but do not take any unnecessary risk in doing this. If you have never used a fire extinguisher before, please do not attempt to put out the fire with an extinguisher.
- d) Provide directions to the location of the fire when fire fighters arrive.

#### **2. Fire Alarm**

- a) If the fire alarm sounds, extinguish any open controlled flames (e.g. Bunsen burners); close and lock the main lab/office door, and leave the building immediately.
- b) Keep low to the floor if smoke is present, and use the nearest exit or stairway. Do not use an elevator during a fire emergency.
- c) If the stairway or exit is blocked by smoke or fire, go to an alternate exit or stairway.
- d) Supervisory personnel should check their individual work areas to see that everyone

is out.

- e) After you are outside, stay clear of the building and follow the directions of emergency personnel. Department personnel should meet at their prescribed location so that all can be accounted for.

### 3. Firefighting

- Faculty and staff are not expected to fill the role of firefighter. However, if a minor fire occurs that requires only the use of a portable fire extinguisher and, you have been trained in how to use it, you should know how to cope with it quickly and effectively. When fighting a fire, stay low and do not breathe any more vapors than is necessary. Avoid exposure to extreme heat. **Stay between the fire and the exit to avoid being trapped.** Do not stay in any room or area where there is any significant amount of smoke or where other toxic, biological, or radioactive vapors may be present.
- Do not use water on flammable liquid, grease, energized electrical equipment, or combustible metal fire. Using water on these can cause spattering or explosive spreading of the fire. Putting water on energized electrical equipment creates a shock hazard. If possible, turn off electrical equipment involved in fire by turning off the switch or circuit breaker or pulling the plug.
- For flammable liquid, grease, or electrical fires, use a carbon dioxide, dry chemical, or multipurpose dry chemical portable fire extinguisher. Carbon dioxide might cause some moisture to condense on the equipment. Halon is best for use on computers and other delicate electronic equipment. Special dry powder is required for fires involving combustible metals.
- Some laboratories or other areas might have special fire extinguishers for protection of certain equipment or processes. Check your department's special emergency plan for further information, and see the list of types and locations of portable fire extinguishers in Appendices A and B of this manual.

### 4. Clothing Fire

- If a safety shower is **immediately** at hand, 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 over and over to extinguish the flames, holding your hands over your face to protect it from the flames. A fire blanket may be used if one is present, **but as soon as the fire is out, remove the blanket to release the heat and prevent increasing the severity of the burns.** Get burned areas under cool water as soon as possible. Do not apply creams or other medications but get help without delay. See Appendix B for locations of safety showers in your area.

#### *NATURAL GAS LEAK*

If you suspect a natural gas leak, immediately evacuate the room or area. Call 911 and explain the incident to emergency personnel *before* activating the alarm system. This must be done in order to ensure that fire officials are aware of the nature of the emergency and can respond with the appropriate equipment, without taking away resources from other fires or emergencies.

After calling 911, initiate the alarm by pulling down on the nearest the alarm box. See the section, PANCOE BUILDING SAFETY SYSTEMS, in this manual for a description of the fire alarm system in the Pancoe/ENH Building and how it operates.

After the alarm is activated, evacuate the building quickly and carefully. All laboratory personnel should meet at their prearranged evacuation location, or rally point. After you are outside, stay clear of the building and follow the directions of emergency workers.

Supervisory personnel should check their individual work areas to see that everyone is out of the building.

#### *CHEMICAL, BIOLOGICAL, OR RADIATION EMERGENCIES*

An "Emergency Procedures for Laboratories" sign (Appendix C) must be posted inside each laboratory using hazardous materials and an "Emergency Information" sign outside on the closed door. Copies are available from the Office of Research Safety (ORS). Questions related to the safe handling of hazardous materials should be directed to the supervisor or department head.

In the event of an emergency, which involves any of these types of agents, dial **911** to report the emergency, then call the Office of Research Safety at extension 1-5581. If a sudden accidental release of possibly hazardous vapors, particulates, or gas should occur, follow the same alarm and evacuation procedures that would be used in case of fire. Leave the area quickly and avoid breathing the vapors as much as possible. From a safe location, contact ORS and University Police. Remain in a safe location until help arrives, and be available to provide information to emergency responders. Principal investigators and persons directly involved in the affected facility should go to the fire department command center if the fire department is involved. Ask a University Police officer to direct you there.

In the event of an accidental spill of hazardous material notify all persons in the area and evacuate the area where vapors might be present or to which they might spread. Contact ORS and University Police. ORS will provide information and equipment for containment and protection. Clean up the spill and dispose of all materials as directed by ORS.

#### *POWER OUTAGE*

If electric power goes off in any part of the building, call Facilities Management at extension 1-5201 during business hours or University Police at extension 1-3456 after hours. The Pancoe building is supplied with two sources of electric power from Commonwealth Edison. If one source fails, the other automatically comes on to supply only the fire alarm system and emergency lighting in hallways and stairways. If both sources fail, an emergency generator will start automatically and provide power for emergency lighting, the fire alarm system, and certain critical research equipment (plugged into red outlets serviced by the emergency generator). The fire alarm system also has a 24-hour battery back-up system.

In the event of a power outage, two problems may arise in individual work areas: darkness may hamper identification of egress options, and critical equipment may suffer a short loss of power. Egress issues may become especially serious if the emergency generator fails to start. Each

laboratory should consider keeping a flashlight where it could be found easily in the dark and having a plug-in, battery operated emergency light in the work place. Emergency planning should include a laboratory-specific plan to shut down or otherwise make inactive processes that might create a hazard during power failure. This would include such processes such as chemical reactions that require continuous heating, stirring, or other electrically operated devices.

### *BOMB THREAT*

Take any bomb threat seriously, and report it immediately to University Police, Extension 911. Building evacuation or any other action taken will be decided by University Police. If you receive a written bomb threat, do not handle it any more than necessary, but place it in an envelope to preserve possible fingerprints. If you receive a telephoned threat, note the exact time of the call and attempt to write down the exact words of the caller. Ask him/her to repeat information. Get as much information as possible by asking when the bomb is set to explode, what kind of a bomb is it, where is it located, what does it look like. Give all of the information you have been able to get to University Police when you call.

### *CAMPUS SHOOTING/ACTIVE SHOOTER*

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.

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.
- Immediately leave to a safe area if possible.
- If it is unsafe to escape:
  - Proceed to a room that can be locked or barricaded.
  - Lock and barricade doors or windows.
  - Turn off lights and close blinds.
  - Turn off radios, or other devices that emit sound; silence cell phones.
  - Keep yourself out of sight, stay away from windows and take adequate cover/protection,
- Have one person **Call 911**



- “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.

### *INJURY OR ILLNESS*

If someone is injured or becomes suddenly ill and requires emergency medical attention, dial 911 and tell the communications officer the location of the victim and the nature of the injury or illness.

Do not move the victim except to protect him/her from a dangerous situation. If the victim has also been contaminated by radioactivity or a hazardous material, tell the officer the name of the material involved and the potential hazards if known. University Police officers will be dispatched to the scene to assist. Paramedics from the Evanston Fire Department will be called if needed. In general, if a serious injury or illness occurs, take the following steps:

1. Call 911 to request emergency personnel assistance,
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, and
5. Do not remove objects that may be imbedded in the victim's skin.

### *WORKERS' COMPENSATION*

Workers' compensation covers employees of the University; faculty, staff, graduate students, and other students working part-time on the University payroll are covered under Workers' Compensation for work related injury or illness. Students not on the University payroll are under the care of the University Health Services. In certain special cases, a student or other person doing work for the University and receiving a stipend from departmental funds or a contributing outside organization might be classified by law as an employee of the University for Workers' Compensation purposes. If you are unsure of your Workers' Compensation coverage, please call the Claims Manager in Risk Management (1-5582).

If you are injured or become ill as a direct result of work you are doing or a hazardous condition in your work place, you must report the incident to your supervisor. Also, you 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 the injury occurs or after first becoming aware of an occupational illness or as soon thereafter as practical. It is important that you report an injury no matter how small. The *Occupational Safety and Health Act* and Illinois Workers' Compensation require that the University report all work-related injuries. **DO NOT WAIT FOR COMPLICATIONS TO ARISE; GET TREATMENT AS**

## **SOON AS POSSIBLE.**

Northwestern University has designated Occupational Medicine Evanston/ Glenbrook Association (OMEGA) as the primary care facility for work-related injuries and illnesses. They are at 1000 Central Street, Suite 840, Evanston, IL, (847) 570-2620. OMEGA hours are 8:00 am to 11:30 am Monday, Wednesday, and Friday.

During OMEGA working hours, use hospital emergency services only in life-threatening medical situations (e.g., severe chest pains, severe burns, hemorrhaging, severe head injuries, compound fractures, and other situations that could be considered life-threatening). For life-threatening circumstances, dial 911. University Police will contact the Evanston Fire Department paramedics and direct them to the injured person for treatment and transportation to the hospital emergency room. Staff who are seriously injured while working over the weekend or holiday periods should seek emergency care at Evanston Hospital. Injured employees taken to Evanston Hospital shall identify themselves as Northwestern University OMEGA patients. OMEGA will coordinate any follow-up care, if needed, at their Evanston facility.

When you receive any invoices for medical services rendered, send them to the Claims Division / Office of Risk Management, 2020 Ridge Avenue, Suite #240 Evanston, IL 60208-4335. For further information call the Claims Division at 491-5582.

## **PANCOE/ENH BUILDING SAFETY SYSTEMS**

### ***FIRE ALARM SYSTEM***

Fire alarm pull stations are located in each laboratory, in the core hallways on each floor of the building, and in the basement and penthouse mechanical rooms (Appendix B).

Smoke/heat detectors are located in the hallways, elevator and utility shafts, and mechanical rooms. When a single smoke/heat detector activates, the entire building goes into alarm and is evacuated. Similarly, activation of a pull station anywhere in the building will result in an evacuation alarm throughout. **IN THE EVENT THAT YOU HEAR THE FIRE ALARM, EVACUATE THE BUILDING IMMEDIATELY.**

In addition to the emergency generator, the fire alarm system has a 24 hour battery back-up in the event that Pancoe should lose power. The emergency elevator is programmed per ANSI 17.1. In the event of a fire the elevator will automatically return the first floor. If the first floor is in alarm, the elevator car will go to a floor that is not in alarm.

### ***PORTABLE FIRE EXTINGUISHERS***

Portable fire extinguishers of various types are located throughout the building in stairway fire hose cabinets, laboratories, mechanical rooms, and other areas (Appendix B). All rooms where chemicals or other flammable or combustible materials are used are required to have an extinguisher or extinguishers of the proper type for the specific hazards. Each laboratory must have a type ABC or BC fire extinguisher within their lab. Fire extinguishers must be mounted on wall brackets inside the room near the door or in the hallway just outside the door. If your fire extinguisher is not of the aforementioned types, please contact Facilities Management as

soon as possible to arrange for a replacement.

Everyone must be made familiar with the several types of portable fire extinguishers available and the class or classes of fire they are effective in extinguishing. Using the wrong extinguishing agent on a fire could scatter or intensify the fire. Each portable fire extinguisher is clearly marked as to which class or classes of fire it may be used to extinguish. Information on portable fire extinguishers may be requested from the Safety and Loss Prevention Division. Department heads may also request training with portable fire extinguishers for their personnel. See the chart at the back of this manual for a selection guide for extinguishers. See list of types and locations of portable fire extinguishers located in Appendix A.

Portable fire extinguishers are required to be kept in specific locations, either in cabinets or mounted on wall brackets, unobstructed and easily accessible. Report missing, empty, or damaged extinguishers to Facilities Management as soon as possible. If a portable fire extinguisher is used, do not return it to its cabinet or bracket. Call Facilities Management (1-5201) and have it replaced as soon as possible.

### ***STANDPIPE FIRE HOSES***

Fire hoses connected to standpipes are available for the Fire Departments use only. They are located in cabinets in stairways and in the hallway outside the stairways in the basement. Each hose cabinet also contains a 2-1/2" brass valve for connecting fire department hoses. If a hose is found to be wet or damaged, the nozzle missing, or the valve leaking, report it to Facilities Management promptly (1-5201).

### ***FIRE DOORS***

Fire door assemblies are specially constructed doors and frames that are rated to withstand fire for a specific length of time. They are used at stairways and some connecting corridors to prevent the spread of smoke, heat, and fire. If fire doors are to be effective, they must be kept closed at all times. Stairways are a place of refuge and a means of egress during a fire, and stairway doors must not be propped open. Stairway doors are required to automatically close and latch. If the closer on a door needs adjustment or if the door will not close completely and latch for some other reason, report it promptly to Facilities Management.

### ***EMERGENCY ELECTRIC POWER***

As previously stated, the O. T. Hogan Building has an emergency generator and is supplied from two separate Commonwealth Edison sources. If one source fails, the other source automatically switches on to provide electricity for the fire alarm system and emergency lighting in hallways and stairways. If both Edison systems go out at once, the generator will start. If Facilities Management determines that the power will be off for some time, they may furnish an additional portable generator to provide electricity through a connection outside the building until Commonwealth Edison restores power.



## **APPENDICES**

### **Appendix A**

#### ***PORTABLE FIRE EXTINGUISHER SELECTION GUIDE***

**Appendix B**

***FIRE EXTINGUISHER, PULL STATION & SAFETY SHOWER LOCATIONS***

**Appendix C**

***EMERGENCY PROCEDURES FOR LABORATORIES DECAL***



**Appendix D**

***LISTING OF PANCOE SAFETY WARDENS***