

# **Cook Hall**

## **NORTHWESTERN UNIVERSITY**

### **EMERGENCY EVACUATION PLAN**

*Cook Hall houses three clean rooms and many labs where biological and chemical research is carried out. Occupants are expected to learn building safety procedures and to follow the instructions of wardens and safety contacts in any drill or evacuation.*

**September 10, 2019**

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

## TABLE OF CONTENTS

<b>FACT SHEET 1 – Calling for Emergency Assistance</b>	3
<b>FACT SHEET 2 – Emergency Procedures</b>	4
<b>FACT SHEET 3 – Emergency Preparedness</b>	6
<b>FACT SHEET 4 – Warden/Searcher Responsibilities</b>	9
<b>FACT SHEET 5 – Active Shooter/Active Violence Safety Guidelines</b>	12

I.	Introduction	15
II.	Building Safety Organization	15
III.	What To Do When Alarm Sounds	16
IV.	Evacuation Routes	18
V.	Safety Wardens	18
VI.	Command Post	19
VII.	Terminating the Evacuation	20
VIII.	Drills	20
IX.	Building Safety Features	22
X.	Power Failure	21
XI.	Bomb Threat	22
XII.	Tornado	22
XIII.	Cook Hall Fire Alarm	23

## APPENDIX

A.	AREA RALLY POINT	25
B.	WARDEN CERTIFICATION SURVEY	26

## **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)	<b>911</b>
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/](http://www.northwestern.edu/up/)  
**Emergency Voice Mail**

**Evanston Campus** **1-3456**  
**Chicago Campus** **3-3456**  
 Provides updated status on campus emergencies **1-1100**

**Office of Risk Management** **1-5610**  
[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 1-7795  
 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**  
[www.researchsafety.northwestern.edu](http://www.researchsafety.northwestern.edu)  
 Laboratory Safety, Radiation Safety  
 Emergency Response/Spill Clean-up

**Evanston Campus** **1-5581**  
**Chicago Campus** **3-8300**  
 Biological Safety, Chemical Safety  
 Hazard Communication

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

Helpline **1-5201**

## **FACT SHEET 2**

### **Cook 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 meets 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 hallway). Non-emergency should call 847-491-3456. 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 Cook 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 Cook 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 (1-7795) 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 Cook 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 Cook fire alarm system is zoned. The fire doors in Cook compartmentalize the building. The trigger of an alarm in one zone prompts the automatic closing of all fire doors throughout Cook. 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.

Cook 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 Cook 1033 just west of the southwest stairway. 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** Cook Hall 4<sup>th</sup> floor has an alarm for potential release of hazardous materials. These labs have their 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.
- D. Alarms Outside of Business Hours** *After hours work should never be done alone.* When an alarm sounds after business hours, University Police, Evanston Police and/or the Office for Research Safety respond. All personnel in the affected zone must evacuate the building and meet at their rally point. Once all persons are accounted for, an individual

from the group can check in with the command post for updates regarding reentry. The command post will be established either in front of Searle or by the Hogan loading dock, depending on the nature and location of the incident. Do not reenter the building until clearance is given.

### **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. Cook 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.** Cook 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.

- 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. One member of your department/group should report to the Incident Commander at the Incident Command Center (Evanston Fire Engine with green flashing light, by Cook/Hogan loading dock).

- 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. EVACUATION ORGANIZATION AND ZONE RESPONSIBILITY**

- Evacuation fire alarm zones are subdivided by wing (designated “east” and “west”) 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 Cook (McCormick and Weinberg) 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 Cook building manager at the incident command post (Evanston Fire Engine with green flashing light.)
- Cook 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 [on-line certification survey](#)
- 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 Cook Building Manager outside at the Incident Command Center (Evanston Fire Engine with green flashing light).
- If you have firsthand 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 Cook alarm system.**

**III. COMMAND POST**

First responders (e.g., UP officers) will establish an incident command post outside of Cook-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, Cook 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 Cook 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. 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/Cook 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 Cook Building Manager and/or UP will advise the Safety Representatives via cell phone or visual signal when it is safe to return.**

## **FACT SHEET 5**

### **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.

## **I. INTRODUCTION**

This is the emergency evacuation plan for William A. and Gayle K. Cook Hall. 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, Research Safety, Facilities Management, and the Evanston Fire Department. In most cases, University Police are likely to arrive first.

This manual provides information you should have to ensure your safety if an emergency occurs for which evacuation is required. 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, safety warden, supervisor or your department's safety committee representative.

For further information on general safety and fire protection, call Risk Management's Division of Safety and Loss Prevention, at 1-3253. For information regarding chemical, biological, or radiation hazards, consult the University's Hazard Communications Program or contact the Office of Research Safety at 1-5581.

## **II. BUILDING SAFETY ORGANIZATION**

The building safety committee is responsible for developing safety policies and procedures that affect all occupants of the building, and it is responsible for ensuring that they are implemented in the 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.

Each department with occupants in the building has a representative on the committee. Facilities Management, the Office of Research Safety, and Risk Management's Safety and Loss Prevention Division have ex officio members. The chairperson is selected by agreement of the deans of the schools occupying the building.

A Building Manager and a Building Manager Alternate are appointed by deans or department heads from among the committee members. These persons function as communication managers during emergencies.

The Building Manager and alternate maintain a telephone tree call list. The telephone tree call list is used to inform building occupants of building evacuations, power failures, or other incidents. This may be especially important for persons who have critical equipment or processes that need attention during the emergency.

### III. WHAT TO DO WHEN AN ALARM SOUNDS

Always take alarms seriously. Unless an alarm has been immediately preceded by an announcement that it is a test, you should assume that it is real, and either evacuate the building or standby and prepare to evacuate, as instructed.

In case of power failure, the fire alarm and hazardous materials alarm systems will automatically switch to battery power or emergency generator and will continue to operate.

Alarms are automatically transmitted to the University Police, who will dispatch officers to the scene.

- A. **Fire Alarm.** The fire alarm system is zoned. This means that the zone where a detector is triggered will alarm independently of the other zones.

**1. Alarm In Your Zone.** If you are in the zone that is in alarm you will hear the following message in a female voice:

"May I have your attention, please. A fire emergency has been reported in the building. Please leave the building by the nearest available exit or exit stairway. Do not use the elevators."

When you hear this message you should do an orderly shutdown of your equipment or processes (provided it does not take more than a few seconds). Close windows, lock doors and leave the building by your primary or alternate evacuation route. Go to your designated rally (meeting) point, and wait for further instructions.

**2. Alarm Outside of Your Zone.** If you are outside of the zone in alarm you will hear the following message in a male voice:

"May I have your attention, please. A fire emergency has been reported in the building. Please prepare for possible evacuation and stand by for further instructions."

When you hear this message, you should prepare for the orderly shutdown of equipment or processes in anticipation of having to evacuate. Listen carefully to the announcement and leave the building if instructed to do so. Lock doors as you leave.

**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, University Police 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. Hazardous Materials Alarm.** The cleanroom facilities on the fourth floor and the penthouse have their own Cleanroom Emergency Response Team (CERT) and a hazardous materials alarm which is activated upon sensing specified levels of hazardous gases in those areas. The levels that trigger the alarm are very conservative and an alarm does not mean that there is an imminent threat to health. Outside consultants have determined that floors below the cleanrooms are unaffected by cleanroom incidents. You should always evacuate, however, if instructed to do so.

If the hazardous materials alarm goes off, everyone in the building will hear the following message in a male voice:

"May I have your attention, please. A hazardous materials emergency has been reported on the fourth and fifth floors. Please evacuate the fourth and fifth floors immediately by the nearest exit stairway. All other building occupants should prepare for possible evacuation and stand by for further instructions. Do not use the elevators."

When this alarm sounds, all non-emergency personnel on the fourth and fifth floors should do an orderly shutdown of equipment and processes, descend to the third floor or below and report to their designated meeting point. Wardens will be posted at the stairways. Only those with proper CERT ID's will be allowed on the upper stairs.

In the event that a hazardous materials incident escalates to a more serious level, a general building evacuation alarm will be activated. This notification will be given in the *female* voice. At that point all building occupants should immediately evacuate by the nearest exit stairway and report to their designated meeting point outside Cook.

**C. 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. Safety wardens should be informed 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:

- o Directly outside by a door at ground level
- o Horizontally through fire doors in a corridor
- o Vertically by stairways

Know your primary and alternate routes. Safety 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.

- 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.
- C. **Meeting (Rally) Points.** Once you have left the building you should proceed to your designated meeting point for your group or department.
- B. **Bridges to Hogan, Tech, Pancoe, and Seeley Mudd walkway.** The bridges are not to be used as a refuge. Move across and down to the first floor and on to your rally point. Likewise, don't congregate in the walkway to Seeley Mudd Library. Go all the way into Tech or move outside at SEL.

#### V. SAFETY WARDENS (a.k.a. "Searchers")

Departments in Cook Hall work together to maintain an effective safety warden program for emergency response. Two safety wardens are appointed for each fire alarm zone in the building by the department in that zone. Two are required so that if one is away the other can perform the warden duties. Safety wardens must be full-time faculty or staff. Safety wardens should be knowledgeable of the general operations and hazards in the building as well as the emergency procedures in their respective zones.

Each warden is provided with a fluorescent armband. If you are a warden, keep it handy and put it on as soon as you become aware of an emergency. The armband identifies the warden as someone who is knowledgeable and available to assist building occupants and emergency responders.

There are special wardens for the cleanroom facilities (on the fourth floor and the penthouse) who are members of the Cleanroom Emergency Response Team (CERT). When CERT members are not engaged in emergency response within the cleanroom and cleanroom support facilities, they

function as regular safety wardens for their areas.

### **General Safety Warden Procedures**

When notified of a fire, explosion, hazardous material release, or other hazardous situation requiring emergency response in the warden's zone, the warden should take the following action. At no time should a warden jeopardize his or her own personal safety.

- o Activate the fire alarm if needed.
- o Dial **911** and report the incident. Call Research Safety at **1-5581** if chemical, biological, or radiological materials are involved.
- o Don your armband; sweep your zone and tell all persons to leave the area. Be aware of special needs people.
- o Evacuate your area and meet near the fire command center (Cook 1033) near the loading dock elevators to await further instructions. Alert emergency responders to anyone refusing to leave your area.
- o Assist emergency personnel by providing information about the incident such as its location, origin, and persons who are involved.

### **Warden Procedure If a Fire Alarm Sounds**

- o If the alarm is in your zone, follow the general procedure above.
- o 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. If both wardens for the area are present, one can report to the fire command center (Cook 1033) for further instructions.

## **VI. COMMAND POST**

If necessary first responders (e.g., UP officers) will establish a command post near the loading dock. A UP officer is the incident commander, responsible for organizing the emergency response and establishing communications. If the Evanston Fire Department arrives, the fire department on-scene commander becomes the incident commander, and UP officers then assume a support function.

The incident commander will maintain communications and confer with ORS and Facilities Management personnel and with 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 command post.

Available Safety Wardens will wear their armbands and gather 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 meeting points and away from the command post, unless they have information about the incident, which the commander should know.

## VII. TERMINATING THE EVACUATION

When the incident commander has conferred with ORS, Facilities Management, CERT, and principal investigators or other knowledgeable persons, as appropriate, and an agreement has been reached 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:

- o Uniformed UP officers
- o Plainclothes UP officers with badges
- o University Emergency Response Team personnel with photo identification badges.
- o Evanston Fire Department incident commander

These are the only persons who are authorized to announce that it is safe to reenter the building. These persons will inform the safety wardens who are posted at the entrances to the building.

## VIII. DRILLS

Training drills will be held annually. Drills will be coordinated between the safety committee and the University Police. Drills help to evaluate the plan, familiarize new occupants with the sound of the alarms and with evacuation routes, and are a training opportunity for safety wardens. Drills will be observed by personnel from the University Police, and they will provide an evaluation to the safety committee.

## IX. BUILDING SAFETY FEATURES

- A. **Fire Command Center.** The Fire Command Center is located in room 1033 just west of the southwest stairway (#1). This room contains the main fire alarm control panels, the one- and two-way voice communications system, a ventilation fan status indicator panel, and computer equipment for controlling the fans and accessing the fire alarm system.
- B. **Voice Communication System.** The emergency voice communication system is controlled from inside the Fire Command Center. From this control center, emergency responders can broadcast a voice message to the whole building or any part of the building.
- C. **Automatic Sprinkler System.** Automatic sprinklers are located throughout the building. Only the head or heads where the temperature reaches the predetermined setting will operate to extinguish a fire. If the sprinkler system is activated it will automatically initiate a fire alarm in the building and transmit it to the University Police.
- D. **Fire Doors.** Fire door assemblies are located between the east and west halves of the building on each floor and at each stairway door. The doors are specially constructed to

withstand fire for a specific length of time. Fire doors in corridors will not lock and may be used for egress in emergencies. Marlok-controlled doors in the center of the building will unlock in the event of an alarm after hours.

Never prop open fire doors including stairway doors. Stairways are a place of refuge and a means of egress during a fire and the doors must not be propped open. Stairway doors are required to automatically close and latch.

- C. **Emergency Telephones.** Yellow emergency telephones are located in the hallways near each safety shower and in the penthouse near the east stairwell. These telephones are to be used only in an emergency. Pushing the red button activates the phone and opens the line directly to the University Police.
- D. **Manual Pull Stations.** Pull down to activate evacuation alarm. This will sound an alarm and immediately send an emergency signal to UP. After activating the alarm, call UP from a safe location to provide additional information. Stay on the line until they have all the information needed.
- E. **Safety Showers.** Checkered patterns in the hallway floors indicate safety showers. Know the location of the nearest one to your lab. Washrooms are also equipped with safety showers.
- F. **Eye Washes.** Every lab should have an eye wash station reachable within 10 seconds. Eye washes should be flushed monthly.
- G. **First Aid Kits.** Each lab should have a first aid kit sufficiently stocked to deal with minor injuries that do not require medical attention.

## **X. POWER FAILURE**

***It is strongly recommended that the building be evacuated during a general power failure.***

When power fails, there is an unavoidable delay of from 12 seconds to one minute while the emergency generator starts up. The building will be in darkness during that time. The emergency lighting will turn on after the delay. Select laboratories have battery powered emergency lights that will turn on immediately when a loss of power is sensed. When the emergency lighting comes on, do an orderly shutdown of equipment and processes, close chemical containers, fume hood sashes, and gas cylinders, and leave the building.

**The ventilation system will fail, including fume hood airflow.** The chemical fume hood warning devices are not on emergency power and will not go into alarm. **Stop work and close hood sashes completely.**

In the cleanroom, a power failure will cause the gas cabinets to automatically shut down, terminating the gas flow. The toxic gas and hydrogen monitoring systems will continue to operate. The exhaust fans for the cleanroom equipment are on emergency power and will continue to operate.

Water pressure for eyewashes, and safety showers is normally increased by a booster pump. During a power failure these safety features will not operate normally and should not be depended upon.

The emergency telephones in the corridors will continue to operate.

The NU telephones are on an independent circuit and will continue to operate during a power failure.

The fire alarm system will continue to operate. The fire control panel is on an uninterruptable power supply. The public address system will continue to be operational.

Elevators will generally not be operational. Do not use.

## **XI. BOMB THREAT**

If you receive a telephoned bomb threat, take it seriously, but remain calm. Keep the caller on the line as long as possible, and try to get as much information as possible from the caller, such as a description of the bomb, its location, how it works and what time it is set to go off. Also, make note of the quality of the caller's voice and any background noises, such as other voices, traffic, music, etc.

If a written bomb threat is received by mail, note, or from a person, do not handle the message. Handling it could mar fingerprints or other evidence.

Immediately after receiving a bomb threat, notify **911**. Emergency personnel will then take charge and decide whether evacuation of the building is warranted.

If you find a suspicious package or suspected explosive device, do not touch it. Clear everyone from the room or immediate area and call the University Police. They will order further evacuation if necessary and coordinate removal of the package or device.

## **XII. 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.

A **tornado watch** is when conditions are favorable for tornadoes. You may continue normal activities but have someone monitor the radio and notify others if conditions deteriorate.

A **tornado warning** is when a tornado has been sighted and we are in its path. Seek shelter immediately. If you are inside the building go to an interior hallway or other enclosed area on the lower floors and away from windows. If you are outside or in a vehicle, seek shelter.

In the event there are injuries, give first aid and alert **911** as soon as possible.

### **XIII. COOK HALL FIRE ALARM**

The Fire Alarm system has 2 messages:

**1. Alarm In Your Zone.** If you are in the zone that is in alarm you will hear the following message in a female voice: "May I have your attention, please. A fire emergency has been reported in the building. Please leave the building by the nearest available exit or exit stairway. Do not use the elevators."

**2. Alarm Outside of Your Zone.** If you are outside of the zone in alarm you will hear the following message in a male voice: "May I have your attention, please. A fire emergency has been reported in the building. Please prepare for possible evacuation and stand by for further instructions."

Each device will cause the evacuation of a specific area of the building. All areas not receiving the evacuation message receive the alert (stand-by) message. The evacuation message is routed as follows:

- 1) Any manual pull station will evacuate the entire building.
- 2) Any smoke detector or heat detector will evacuate the floor of incidence, the floor above and floor below, in the **wing** involved, except for certain detectors in the central lobby corridors, which will evacuate the entire building.
- 3) Any second smoke or heat detector will evacuate the entire building.
- 4) Any sprinkler water flow will evacuate the entire **floor** involved.
- 5) Any standpipe (hose) water flow will evacuate the entire **wing** involved.
- 6) Duct detectors in the supply fans will evacuate the entire **wing** involved and shut down the respective fan unit.
- 7) Smoke detectors in front of each elevator, and heat detectors in the elevator shafts and elevator equipment rooms, will not only alarm the building as described above, but also recall their respective elevators. The west passenger elevator and the freight elevator function together. The loading dock elevator functions in a similar manner.
- 8) Fire doors on each floor are controlled by the adjacent smoke detectors only.
- 9) Any fire alarm device (automatic or manual) in a "Clean Room" lab will not only cause evacuation as described above, but will also de-energize door locks, shut down the hydrogen gas generator, shut down the supply fan and make-up air unit, close the toxic gas supply valves and activate the red strobes and alarm horns in the lab involved.

- 10) Marlok-controlled entry doors to the east side of the building on the second, third and fourth floors, and to the northeast stairwell (Stair #3), will unlock on any alarm.



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

**Department/Center**

Administration  
Biology  
Biomedical Engineering  
Chem. & Biol Eng  
Chemistry  
Civil Engineering  
Earth Sciences  
ECE  
Ford Offices (All)  
ESAM  
IEMS  
Mechanical Engineering  
Materials Science & Engineering  
Molecular Biosciences  
Neurobiology  
Facilities Management  
Physics  
Research Safety  
Tech Shops  
ISEN  
Core Facilities/Centers OR

**Rally Point**

Sargent Hall Lobby  
2<sup>nd</sup> floor lobby of Hogan  
North Garage, SPAC entrance lobby  
Grass east of Sargent Hall  
Silverman Hall Courtyard  
Lobby Bobb Hall  
In front of Hogan  
Lawn south of Ford  
Kellogg Parking Lot south of Ford  
Catalysis  
Lobby Sargent Hall  
Sargent Hall Parking Lot  
Individual locations  
Per PI/Group  
Per PI/Group  
East lower lobby Annenberg  
Lobby Dearborn Observatory  
Ryan Hall  
East lower lobby Annenberg  
North Garage - "B" Lobby Entrance at SW corner  
Silverman Hall Courtyard

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**

### **Cook Hall**

Warden/Searcher – Certification

See online [certification survey](#)