TORNADO EMERGENCY RESPONSE PLAN

Tornado danger signs:

- Severe thunderstorms - frequent lightning, heavy rains and strong winds
- Hail - bullets of ice from a dark cloudy sky
- Roaring noise - like multiple jet planes or trains nearby
- Funnel - a dark, spinning "rope" or column from the sky to the ground

Make sure to listen to radio and television broadcasts to determine the situation.

A **tornado watch** means conditions are right for a tornado to develop.

A **tornado warning** signifies that a tornado has been sighted.

A warning siren will blast for three to five minutes if there is confirmation of a tornado in the Evanston area.

In the case that a tornado warning is issued:

- Alert anyone in your immediate area
- Move yourself and others away from all large, glass windows and to the lowest level of the building, and/or relocate to the highlighted areas on the attached map
  If relocating to one of these areas is not possible, please seek shelter in a small room under a heavy, secure object such as a table or desk
- **Do not** use elevators during this time
- Pay attention to surroundings and follow directions from the emergency response team
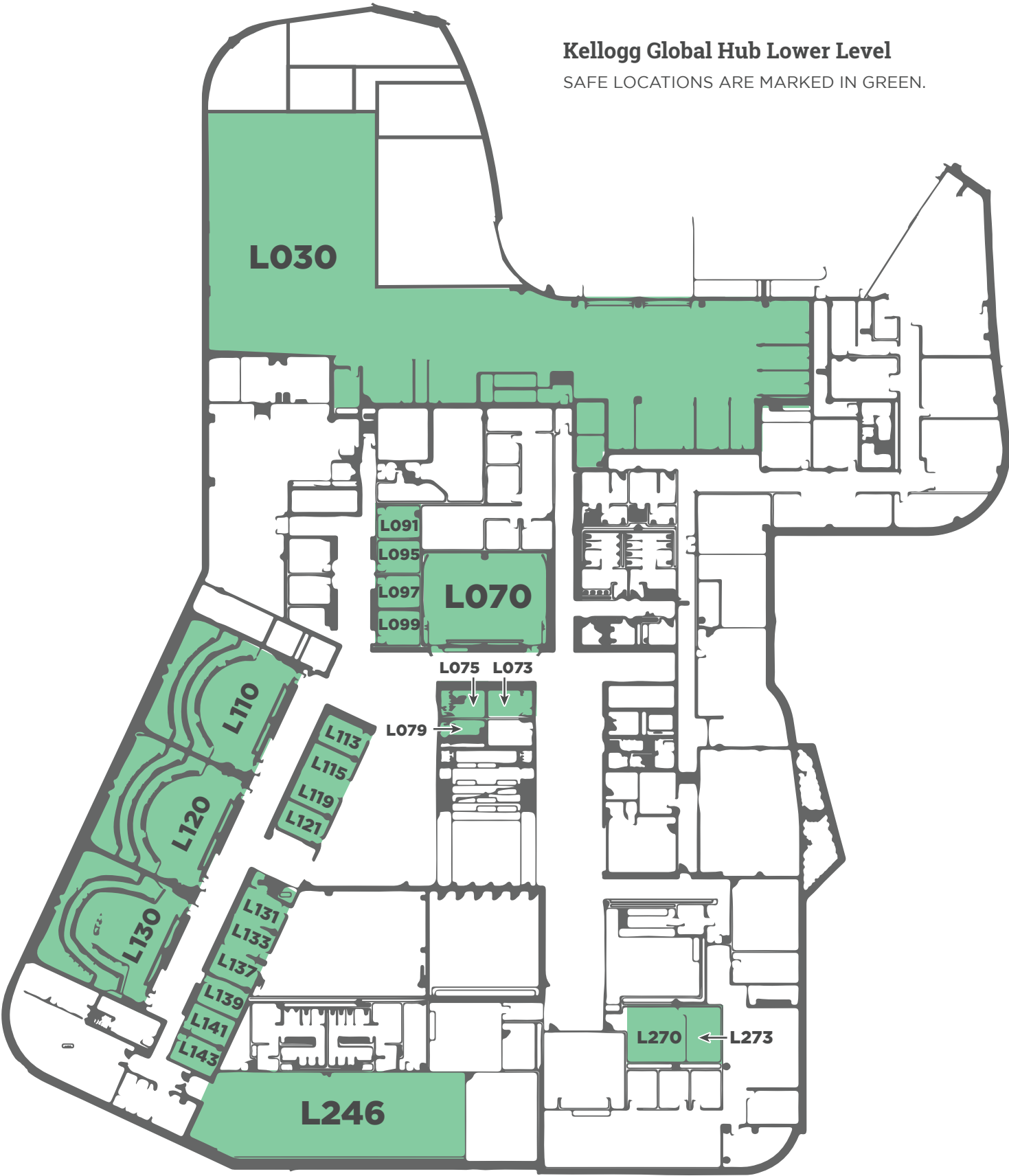
Safe locations (please see back of handout for visual):

- Lower level parking garage L030 (enter through L047)
- Small learning center L070
- Large learning centers L110, L120, L130
- Study group rooms L113, L115, L119, L121, L131, L133, L137, L139, L141, L143, L073, L075, L091, L095, L097, L099
- Student pantry L079
- Student organization L270
- Conference room L273
- Executive Dining Room L246

FOR FURTHER QUESTIONS   Please reach out via email at facilities-kgh@kellogg.northwestern.edu or call the facilities office at (847) 491-8300.

Kellogg Global Hub Lower Level

SAFE LOCATIONS ARE MARKED IN GREEN.

L030

L091
L095
L097
L099
L070
L075 L073
L079

L110
L113
L115
L119
L121

L120

L131
L133
L137
L139
L141
L143

L130

L246

L270 ← L273

BUILDING SAFETY SYSTEMS

Alarms

The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms immediately report an incident to NUPD and the Evanston Fire Department.

Smoke & Heat Detectors

Should these go off, the fire alarm will immediately be activated.

Smoke Evacuation System

In the event of a fire alarm, the first and second levels of the building are equipped with smoke evacuation doors and windows. These will automatically open to aid in clearing the building of smoke.

Automatic Sprinkler System

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

Areas of Rescue Assistance

Four designated stairwells at the end of each wing in the Global Hub are equipped with a handicapped area of refuge during an emergency. Within these areas is an emergency phone box that connects directly to NUPD and the landings provide enough space for wheelchair accessibility.

Backup Emergency Power

Should the building lose power, a backup generator will automatically supply power to life safety equipment and emergency lighting in the building.

Emergency Lighting

Emergency lighting throughout the building aids in visibility in corridors and stairways.

Fire Extinguishers

Fire extinguishers are located throughout the building and should be deployed when there is an active fire threat.

Manual Alarm Pull Stations

These stations have levers that may be pulled to activate the evacuation alarm. This action will also alert NUPD.

First Aid Kits

There are first aid kits located at the Global Hub front desk and in the facilities office (L050). These kits are only able to treat minor injuries which do not require medical attention. All major medical injuries should be directed to 911.

EMERGENCY EVACUATION PLAN

In the event of a hazardous situation requiring an emergency response, please locate one of the red fire alarm stations throughout the building. After doing so, activate the fire alarm by pulling the lever. This will call the university police, where you will be required to calmly state:

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

BUILDING EVACUATION

Upon hearing either the fire alarm or an emergency announcement, please begin the evacuation procedure and:

- Keep yourself and others calm
- Quickly proceed outside the building to the announced "safe location" using the planned evacuation routes (see next page for routes). There will be facilities personnel in hazard vests directing folks out of the building and on to the sidewalk outside. Please do not stand in roadways as they must be kept clear for emergency responders.
- Help those that need special assistance
  If able, assist non-ambulatory persons to the areas of rescue assistance located in the stairwells at each level. Press the red help button on the emergency phone box and state your location. If assisting, you may now exit the building.
- Await instructions from emergency response personnel
- Do not reenter the building until it is announced that it's safe to do so

FOR FURTHER QUESTIONS Please reach out via email at facilities-kgh@kellogg.northwestern.edu or call the facilities office at (847) 491-8300.

In the event of evacuation, please note the following safe locations.

For **fair weather**, please navigate to the highlighted **green areas** on the map below.

For **inclement weather**, please navigate to the **gold buildings** on the map below.

Mudd Building

Cook Hall

Pancoe →

Kellogg Global Hub

Silverman Hall

Ann McIlrath Drake Executive Center Construction Site
(Opening Sep. 2027)