

Departmental Emergency Evacuation Plan Jacobs Center – Evanston Campus

In the event of fire, hazardous materials release or other hazardous situations requiring emergency response, ACTIVATE THE FIRE ALARM BY PULLING AN ALARM PULL STATION AND CALL UNIVERSITY POLICE (456)

EMERGENCY PHONE NUMBERS

University Police (UP) 911
UP non-emergency 1-3456 or 456 from any campus phone

KELLOGG SCHOOL OF MANAGEMENT EMERGENCY CONTACTS

Steve Peavler	7-7029 or	773-562-4188
Dan McCrudden	7-1908 or	847-770-1701
Jaime Pederson	7-3464 or	773.610.1852
Ilam Nikho	1-3415 or	847-477-0997
NU Facilities Management	1-5201	
NUIT repairs	611	
Office of Research Safety (<i>Chemical, Biological or Radioactive safety</i>)	1-5201	
Department of Risk Management	1-5610	

EACH FLOOR SHOULD HAVE

- ◆ Evacuation Plan and Emergency Contact Sheet
- ◆ Familiarity with the exit routes from your department area

IF YOU WITNESS AN EMERGENCY CALL UNIVERSITY POLICE & CALMLY STATE

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

EVACUATION

Upon hearing the fire alarm or announcement begin evacuation procedures

- Keep yourself and others calm
- Close doors as you leave.
- Help those that need special assistance, any physically handicapped or otherwise impaired individuals into the stairwell and outside the building if possible.
- Report immediately to the designated “safe area”

TORNADO SHELTER

In Jacobs Center most rooms are window lined. IT IS IMPORTANT TO STAY AWAY FROM WINDOWS during a tornado warning. Room 1245 would be the ideal room for shelter in place during tornado.

Alternately, building occupants should be advised to move into the center hallways, away from windowed areas. Evacuation wardens for each floor should facilitate this and keep groups in place awaiting further instructions.

BUILDING SAFETY SYSTEMS

Jacobs Center has the following 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 are immediately sent to UP and Chicago Fire Department. Evacuation will be the decision of the Chicago Fire Department.

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

Automatic Sprinkler System – This will begin the extinguishment of the fire and immediately send an alarm to UP.

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

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

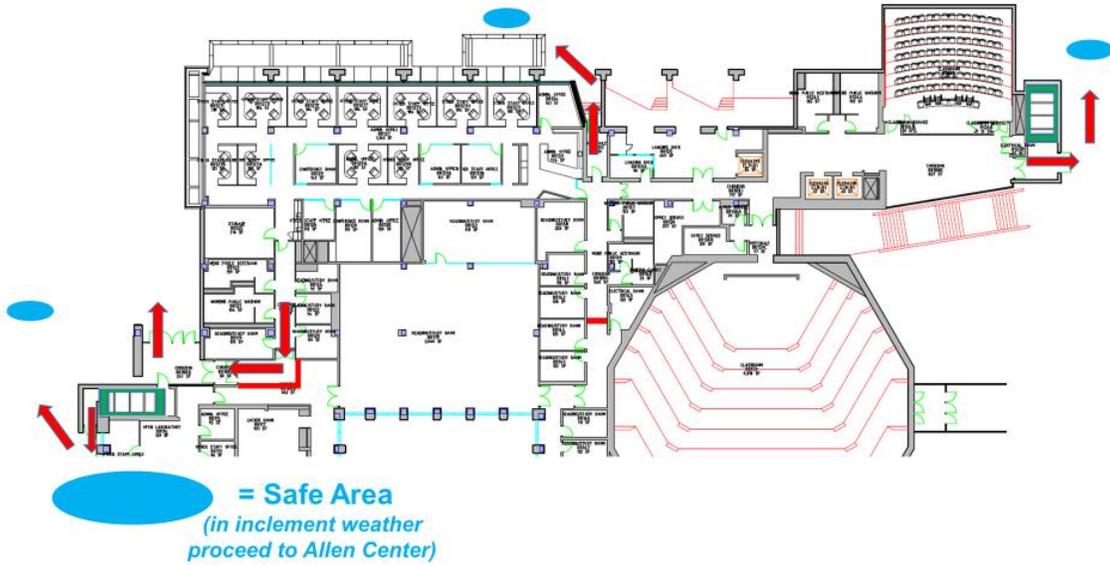
Manual Alarm pull stations – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to UP. After activating the alarm call University Police, from a safe location, to provide additional information. Never block or obstruct these with furniture or equipment.

First Aid Kit (4th Floor work room 4241)

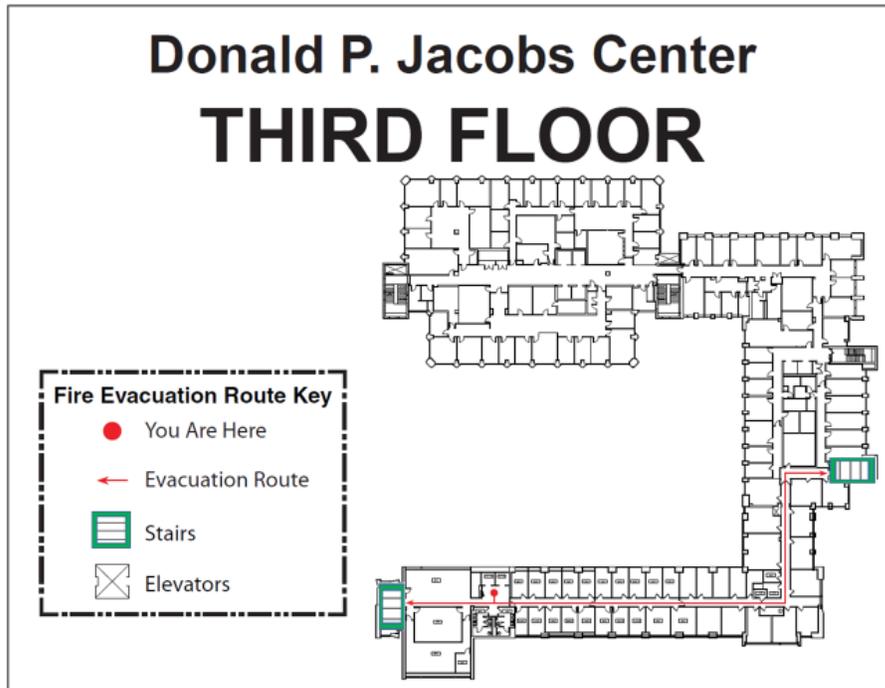
Fire Doors- Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors upon alarm activation.

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

**Donald P. Jacobs Center
FIRST FLOOR**



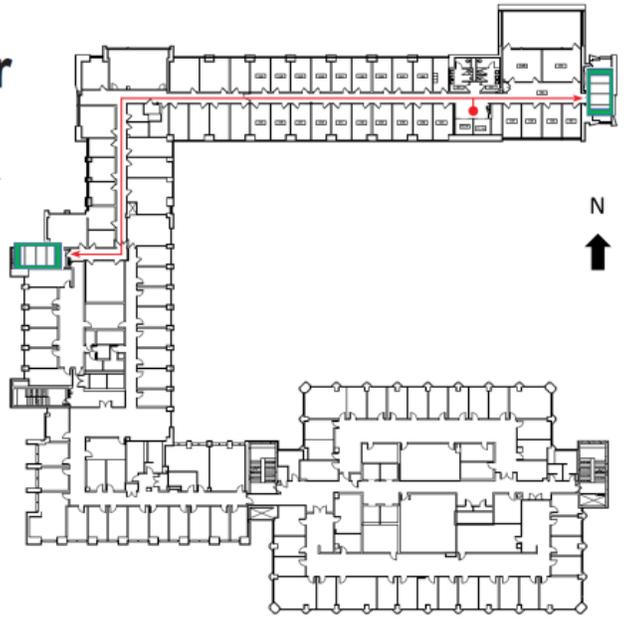
**Donald P. Jacobs Center
THIRD FLOOR**



Donald P. Jacobs Center FOURTH FLOOR

Fire Evacuation Route Key

- You Are Here
- ← Evacuation Route
- ▢ Stairs
- ⊠ Elevators



Donald P. Jacobs Center FIFTH FLOOR

Fire Evacuation Route Key

- You Are Here
- ← Evacuation Route
- ▢ Stairs
- ⊠ Elevators

