

Emergency Plan

WIEBOLDT HALL

Northwestern | Kellogg



Emergency Building Evacuation Scenarios

- FIRE
- HAZARD MATERIALS
- VERIFIED BOMB THREAT
- POWER OUTAGE
- TOXINS OR SAFETY THREAT IDENTIFIED

Emergency Response Scenarios

- SHELTER IN PLACE
- LOCK-DOWN

Evacuation Procedures

ZONE ALARM SYSTEM

Fire panel in North lobby entrance will display alarms by zone

Wieboldt has a General alarm - all wings must evacuate

Evacuation Procedures

GENERAL ALARM

There are pull stations situated on walls throughout the building.

IF YOU SEE SMOKE OR SIGNS OF FIRE, DO NOT HESITATE TO PULL THE ALARM.

A general alarm calls for a FULL BUILDING EVACUATION. There is no zone protocol in a full evacuation, and in this case ALL SECTIONS AND ASSEMBLY AREAS ARE IN EFFECT.



SERVING AS A SAFETY MARSHAL

SAFETY MARSHAL PERSONNEL

- Nadia Jackson – Facilities – 1st floor
- Allied Security guards– 1st floor lobby
- KIS – 1ST floor KIS Suite
- EW Staff - 2M Administrative Suite
- Chartwells Staff – if present on 3rd/4th/5th Kellogg areas

SAFETY MARSHAL TOOLS



EMERGENCY EXIT PLANS FOR CLASSROOMS

- Rm105 –** North Door—Out to hallway, turn left and exit through main lobby door.
South Door—Out to hallway, turn left twice and exit through main lobby door.
- Rm107 –** North Door—Turn right, exit through main lobby door
South Door—Turn right twice and exit through main lobby door.
- Rm109 –** North Door—Turn right, exit through main lobby door
South Door—Turn right twice and exit through main lobby door.
- Rm 147 –** North Door— Turn left, exit through lobby door
South Door—Turn left, exit through lobby door.
- Rm 150 –** North Door— Turn right, exit through lobby door
South Door—Turn right, exit through lobby door
- Rm 203 –** Door 1 & 2 – Turn right, follow exit signs down stairway and exit the building.
- Rm 207 –** Door 1 & 2 – Turn right, follow exit signs down stairway and exit the building.
- Rm 247 –** North Door – Turn left, follow exit signs down stairway and exit the building
South Door – Out to hallway, follow exit signs down stairway, turn left, and exit the building
- Rm 250 –** North Door – Out to hallway, follow exit sign down stairway, turn left, and exit the building.
South Door – Out to hallway, follow exit signs down stairway, turn left, and exit the building
- Rm 305 –** Out to hallway, turn right, take stairs to first floor and exit the building
- Rm 307 –** Out to hallway, turn right, take stairs to first floor and exit the building
- Rm 309 –** Out to hallway, follow exit signs, take stairs to first floor and exit the building
- Rm 347 –** North Door—Follow exit signs, use stairs, and exit through Superior Lobby.
West Door – Follow exit signs, use stairs, and exit through Superior Lobby.
- Rm 348 –** North East Door—Follow exit signs, use stairs, and exit through Superior Lobby.
North West Door – Follow exit signs, use stairs, and exit through Superior Lobby.
- Rm 350 –** North Door—Follow exit signs, use stairs, and exit through Superior Lobby.
East Door – Follow exit signs, use stairs, and exit through Superior Lobby.

AREAS OF RESCUE ASSISTANCE

Individuals unable to exit a building without assistance during an evacuation have options. Awareness, communication, and planning are fundamental to ensure these individuals are aware of what will happen in the event of an evacuation.

Wieboldt Hall areas of rescue assistance are in staircases and specifically on the 4th & 5th floors there are speakers located on the wall in central corridor .(to communicate with first responders as needed)

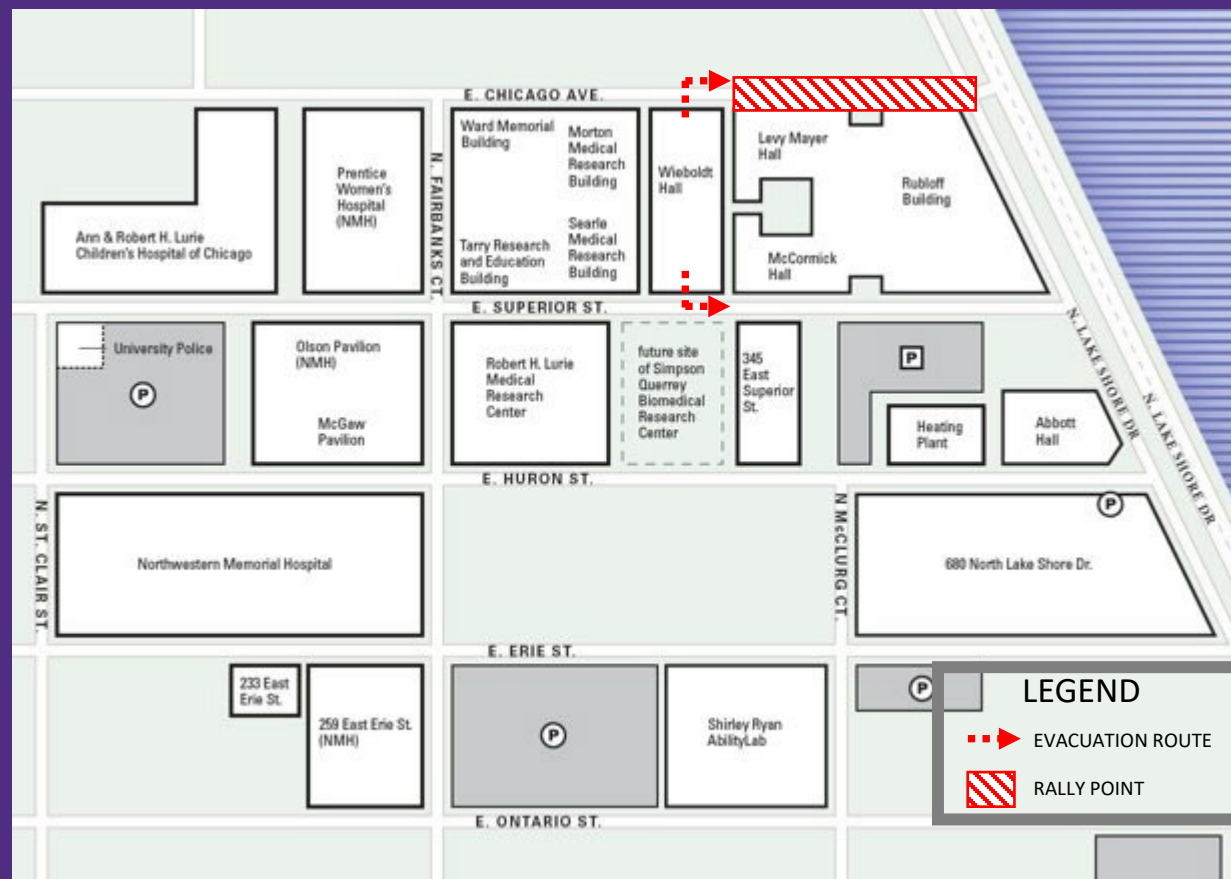
Employees who need evacuation assistance can shelter in place in an office behind a closed door that is in an area as far from the threat as possible.

If possible notify the First Responders of location where they can find individuals needing rescue assistance.

ASSEMBLY AREAS

Area in front of entrance
must be clear.

Drive must be kept clear for
Police and Fire engines.



Evacuation Procedures

MARSHAL and LIGHT CRITICAL AREAS

Stairwells, Hallways – These areas have emergency lighting in the event of a power outage

REPORT ACCOUNTED PERSONS FROM ALL ASSEMBLY AREAS

At Assembly Areas if possible locations of unaccounted occupants should be given to the fire chief or ranking officer as soon as possible.

CHECK ALL EXITS

Security staff should check outside all emergency exits after an alarm, once “all clear” is given, to let any participants who may be locked out back into the building

Other Security Procedures

TORNADO SHELTER

Stay away from windows.

Wieboldt Basement would be appropriate for shelter during a tornado. Use staircase A -South end of the building.

Other Security Procedures

NU CRISIS MANAGEMENT can issue Declaration of Emergency Protocol in response to active threat

This announcement is made via Text Alerts, Phone calls and emails

- **SHELTER IN PLACE**

- Remain in place in the building. Find safe space in the building depending on the scenario of the threat

- **LOCK-DOWN**

- Building locks at perimeter . Wildcard only: 2nd floor and 4th floor Group study rooms, 440/540 spaces ,lounge 201, Administrative Suite M240, Faculty Suite M265,
- All classrooms are lockable (keys are in the wall mounted lock box by the door(s); KT 362 & classrooms 105/107/109/203/207 (manual toggle only). staff offices can be locked and used to shelter .

ALERT NU

STAFF STUDENTS AND FACULTY

Automatically enrolled.

Verify your contact information in MYHR under CONTACT DETAILS

EXEC ED PARTICIPANTS AND VISITORS...

...can enroll in AlertNU by texting “AlertNU” to 226787

...may subscribe for 7 days by texting “AlertNU7” to 226787 or for 30 days by texting “AlertNU30” to the same number