

**Northwestern**  

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**PRITZKER SCHOOL OF LAW**

# **Emergency Response and Building Safety Systems Manual**

**NORTHWESTERN PRITZKER SCHOOL OF LAW**

**For buildings Rubloff (375 East Chicago Avenue),  
McCormick Hall (350 East Superior Street),  
Levy Mayer & Gary Law Library (357 East Chicago Avenue)**

**For any incident requiring emergency assistance call 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.**

**September 23, 2024**

## Evacuation Procedure Quick List

- When the need to evacuate a building arises, a general procedure should be followed in order to respond to the various threats that would require an evacuation.
- What should you, as an individual, do? Upon hearing an alarm signal or notice of the need to leave the building, the individual should:
  - 1. Immediately begin moving towards the nearest exit/stairwell (not elevator).** Prior to this, the individual should be aware of all available exits so an alternative exit can be used in the event the closest one is not usable. When an evacuation occurs, designated wardens should advise others in their area to exit as they themselves are exiting the building. Wardens should make their way to the closest exit point, and proceed to the closest assembly point while advising others to do the same.
  - 2. Continue to the ground floor or other available exit and exit the building.** In high rise buildings, individuals should be aware that speed of descent in stairwells may slow down due to the large number of people in the stairwells.
  - 3. Once individuals have exited the structure, move away from the building to the assembly area.** The assembly area on the south side is the Abbott parking lot, and the assembly area on the north side is along Chicago Avenue, west of Weiboldt Hall. It is important to use caution when crossing the street, away from the buildings.
  - 4. Once at the assembly area, stand by and wait for further instructions.** Further instructions should only come from authority figures such as Police or Fire Department. These instructions can come as an all clear to re-enter the building or a direction to move further away to another location.

## Individuals Unable to Exit

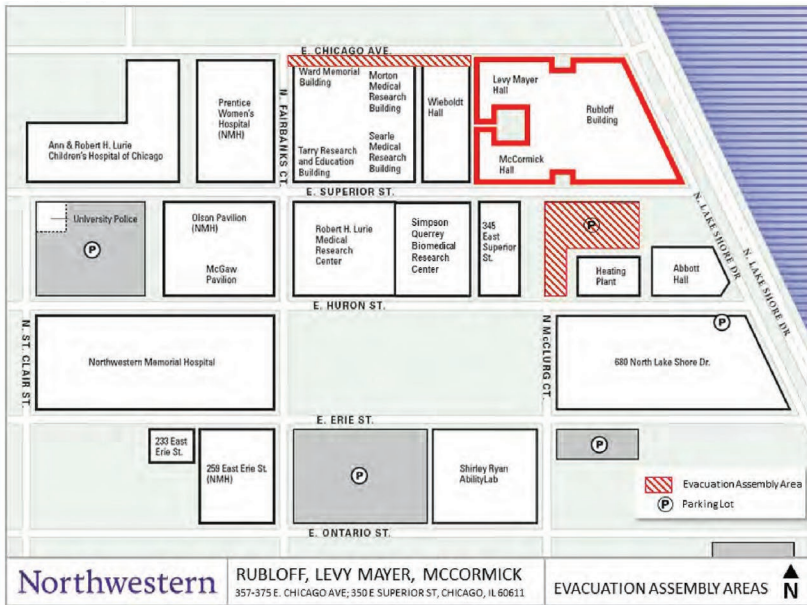
Because elevators must not be used, individuals with mobility impairments may not be able to exit a building without help from emergency response personnel. Individuals who are unable to evacuate using stairwells should await evacuation assistance.

Northwestern Pritzker School of Law buildings do not have predetermined areas of rescue assistance. Individuals can proceed to an area with proper shelter as far from the threat as possible, such as an office or conference room with an operable door, window, telephone for calling 911, and, if feasible, with sprinkler protection and below the 5th floor of the building to facilitate fire department ladder access. Individuals with mobility impairments are encouraged to work with their supervisor, building manager, or similar individuals to establish a plan, identify areas of rescue assistance, and inform others in the area who may be able to assist. Contact [ehs@northwestern.edu](mailto:ehs@northwestern.edu) for additional assistance.

**Any warden who comes upon a person who cannot exit a floor or negotiate a stairwell should direct that person to shelter in place, noting the location, and continue exiting the building.** Once outside, the warden should contact emergency response personnel and notify them of where the individual is and the nature of the problem.

# EMERGENCY EVACUATION ASSEMBLY AREA MAP

## Rubloff, Levy Mayer, McCormick



Learn more:

[www.northwestern.edu/environmental-health-safety/docs/workplace-safety-docs/general-emergency-evacuation-plan.pdf](http://www.northwestern.edu/environmental-health-safety/docs/workplace-safety-docs/general-emergency-evacuation-plan.pdf)

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## I. 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 Pritzker School of Law buildings. Please read the entire manual so you will know what to do about safety related problems and how to respond to emergency situations. If you have questions regarding the information in this manual, consult with your supervisor. For further information on general safety and fire protection, contact Environmental Health and Safety (EHS) [ehs@northwestern.edu](mailto:ehs@northwestern.edu) or **847-467-6342**. For information regarding hazardous chemicals, biological agents, carcinogens, radioactive materials, hazardous waste disposal, and other matters involving hazardous materials, call the Office of Research Safety at **312-503-8300** (if you are on campus, you can call extension **3-8300**) or email [researchsafety@northwestern.edu](mailto:researchsafety@northwestern.edu).

## II. University Policy Regarding Safety

Northwestern University is committed to providing a safe and healthy environment in which teaching, research, and public service may be pursued. The University is further committed to complying 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 adhering to the policy and the regulations and guidelines.

## III. Responsibility for Safety

### A. THE INDIVIDUAL — YOU

Individuals are responsible for learning and putting into practice the University's safety rules and guidelines. In advance of any emergency, learn the location of the nearest exit, alternative exit, fire extinguishers and fire alarms.

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, and know the established emergency procedures. In addition, you should take responsibility for notifying the appropriate office or person if you are aware of a potentially dangerous situation that should be corrected.

**Learn more:** [www.northwestern.edu/environmental-health-safety/docs/workplace-safety-docs/emergency-evacuation-training-gary-coon-levy-mayer-mccormick-rubloff.pdf](http://www.northwestern.edu/environmental-health-safety/docs/workplace-safety-docs/emergency-evacuation-training-gary-coon-levy-mayer-mccormick-rubloff.pdf)

### B. PRITZKER SCHOOL OF LAW ADMINISTRATION

The Dean, through the Law School's Facilities Department, is responsible for providing a safe work place for faculty, staff, and students within the Pritzker School of Law. The Law School Facilities Department (Facilities) is responsible for ensuring that supervisory personnel train their employees and students in the proper procedures necessary to maintain the general safety of day-to-day operations. The Assistant Dean of Facilities and Information Technology or the Associate Director of Facilities will be the initial contact person responsible for notifying key persons in the event of an emergency or evacuation.

During business hours, Facilities will be responsible for notifying the Dean's Office, University Police, and Northwestern University Facilities Management on emergency response, fire, tornado, chemical spills and crime notices. In the event of an emergency during non-business hours, University Police will contact the Dean and/or Assistant Dean of Facilities who will see to the notification of the appropriate persons according to the nature of the incident and the areas affected.

The Law School Facilities Department is also responsible for the following:

1. Providing written procedures for safe operation and emergencies.
2. Providing required warning signs in appropriate places.
3. Reporting incidents to Environmental Health & Safety (EHS) and Risk Management.
4. Maintaining full compliance with all federal, state, and local regulations regarding general safety and handling hazardous materials.
5. Coordinate periodic evacuation drills in cooperation with Environmental Health & Safety (EHS).

### C. UNIVERSITY POLICE (UP)

University Police (UP) respond to emergency calls and alarms to provide assistance and control at the site of an emergency. Always dial **911** for emergencies and dial **312-503-3456** for non-emergencies. UP communications officer summons the fire department or ambulance when needed. The responding officers may provide emergency first aid and sit-up transportation to the emergency room in cases where paramedics are not required.









### D. ENVIRONMENTAL HEALTH & SAFETY (Risk Management)

Safety inspectors inspect the public and service areas of the Pritzker School of Law buildings and will report safety violations in need of correction to Law Facilities and/or Northwestern University Facilities Management where appropriate. Risk Management also investigates accidents and handles Worker's Compensation claims for occupational injuries and illnesses to employees. Risk Management has assisted the Pritzker School of Law in developing these safety policies and procedures, and will provide advice on general safety training programs, local and national codes related to facilities, materials handling, storage, and fire protection.

### E. NORTHWESTERN UNIVERSITY FACILITIES MANAGEMENT (FM)

Northwestern University Facilities Management (FM) maintains the basic building facilities, including fire extinguishers and fire hoses, the building fire alarm system, ventilation systems, and electrical and piping systems throughout the building. Facilities Management personnel respond to emergencies to assist as needed in evacuation and handling building services and equipment.

### EMERGENCY PROCEDURES

<p><b>ACTIVE SHOOTER</b> <b>Run, Hide, Fight*</b></p>  <p><b>If you decide to run</b></p> <ul style="list-style-type: none"><li>• Run away from shooter</li><li>• Follow your route to safety</li></ul>  <p><b>If you cannot run, hide</b></p> <ul style="list-style-type: none"><li>• Lock and/or barricade doors</li><li>• Draw blinds, turn off lights</li><li>• Silence your cell phone</li><li>• Remain there until you receive an "All Clear" notice from the University</li></ul>  <p><b>As a last resort, fight</b></p> <ul style="list-style-type: none"><li>• Find objects to use as weapons</li><li>• Develop a plan with others to take down the shooter</li><li>• Be decisive and commit to action</li></ul>	 <p><b>POWER OUTAGE</b> <b>Evaluate</b></p> <ul style="list-style-type: none"><li>• Secure experiments</li><li>• Isolate hazardous areas to prevent harm; evacuate building as necessary</li><li>• Report persons trapped in elevators</li></ul>
 <p><b>SUSPICIOUS ACTIVITY</b> <b>Report and Stay Clear</b></p> <ul style="list-style-type: none"><li>• Always report suspicious or unusual activity to University Police or local law enforcement by calling 911</li><li>• Do not touch or disturb unknown or suspicious items</li><li>• Secure belongings and assets</li></ul>	 <p><b>TORNADO</b> <b>Seek Sturdy Shelter Inside</b></p> <ul style="list-style-type: none"><li>• Move to lowest interior space of building away from windows</li><li>• Crouch near floor or under heavy, well-supported metal objects</li><li>• Monitor official weather sources</li></ul>
	 <p><b>NATURAL GAS LEAK</b> <b>Stay Clear</b></p> <ul style="list-style-type: none"><li>• Leave area and go to exterior location</li><li>• Do not operate any electrical devices or equipment with open flames</li><li>• Re-enter only when directed</li></ul>
	 <p><b>FIRE</b> <b>Close Doors as You Evacuate</b></p> <ul style="list-style-type: none"><li>• Activate fire alarm</li><li>• Calmly proceed to nearest exit</li><li>• Use stairs, not elevators</li><li>• Assist persons with disabilities</li><li>• Meet at assembly area</li><li>• Account for individuals</li><li>• Re-enter only when directed</li></ul>

For more information, see [www.northwestern.edu/emergency-management](http://www.northwestern.edu/emergency-management).

Remember to remain alert and aware of your surroundings at all times.

Stay informed about safety guidelines.

To review and update emergency contact information, log in to CAESAR (students) or myHR (faculty and staff).  
Northwestern Department of Safety & Security | Emergency Management | 1201 Davis Street | Evanston, Illinois

\*Run, Hide, Fight\* is a registered trademark of the City of Houston, and the training concept is used by special permission.

## IV. Law School Buildings Emergency Plans

Immediately dial 911 to report a fire, explosion, injury, bomb threat, 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 campus police to the location to assist and will summon the fire department, ambulance, and/or other personnel or equipment as needed. The communications officer also will be in continuous radio contact with the responding officers and can transmit emergency information quickly as necessary to coordinate personnel and equipment.

### A. GENERAL FIRE EMERGENCY PROCEDURE

1. If you discover or suspect a fire.
  - a. If the fire is in a room and no one is in the room, try to close the door to delay the spread of smoke and heat. If the fire is small and can be easily extinguished and you have been trained in how to use a portable fire extinguisher, do so, but do not take any unnecessary risk in doing this. If smoke or fumes are present, leave the area immediately.  
**Learn more:** [learn.northwestern.edu/Saba/Web\\_spf/PRODTNT074/common/ledetail/EHS433-200-RC](http://learn.northwestern.edu/Saba/Web_spf/PRODTNT074/common/ledetail/EHS433-200-RC)
  - b. Pull the nearest alarm station. Call 911, and tell the officer the exact location of the fire and what is burning. Don't assume that someone else has called. Pull stations are located in the Levy Mayer, and McCormick buildings, and in Rubloff Building floors 1-4. Pulls are not located on Rubloff floors 5-12 which are designated as "high rise".
2. Upon hearing an alarm or after discovering a fire and alerting University Police.
  - a. If the fire alarm sounds or if you have discovered a fire and alerted public safety as described above, immediately leave the building. Faculty teaching classes should instruct students to evacuate in the event of an alarm.
  - b. Leave the building. 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. If the stairway or exit is blocked by smoke or fire, go to your planned alternate exit or stairway. Do not exit into the courtyard.
  - c. After you are outside, proceed to the designated assembly area, stay clear of the building and follow the directions of emergency personnel. If you discovered the fire, remain long enough to give directions to fire fighters when they arrive. All Law School faculty, staff and students should gather along Chicago Avenue, west of Weiboldt, or the Abbott Parking lot so that everyone can be accounted for.

### B. FIRE FIGHTING

It is not intended that you will take the place of the fire department. 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 may attempt to extinguish it, so long as you do not endanger yourself or others to do so. 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 vapors may be present.

Do not use water on flammable liquid or grease fires. 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 the fire by turning off the switch or circuit breaker or by pulling the plug.

For flammable liquid, grease, or electrical fires, use a carbon dioxide, dry chemical, or multipurpose dry chemical portable fire extinguisher. Regardless of whether you are successful or not in extinguishing the fire, you must still notify emergency responders and evacuate.

### C. CLOTHING FIRE

The universal instruction for putting out a clothing fire is to **STOP, DROP, AND ROLL**. Immediately stop, 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 blanket, coat, or other such item may be used to smother the flames, but as soon as the fire is out, remove the cover 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.

#### **D. INJURY OR ILLNESS**

If someone is injured or becomes suddenly ill and requires emergency medical attention, call 911 and tell the communications officer the location of the victim and the nature of the injury or illness. University Police officers will be dispatched to the scene to assist. The officers have been trained in emergency first aid and cardiopulmonary resuscitation. Paramedics from the Chicago Fire Department will be called if needed. In general, if any injury or illness occurs, take the following steps:

1. Call 911 for assistance.
2. Keep the victim as comfortable as possible.
3. Do not move the victim except to protect the victim from a dangerous situation.
4. Never administer liquids to an unconscious victim.
5. Do not remove objects that may be embedded in the victim's skin.
6. If the victim has experienced sudden cardiac arrest, an AED may be used to deliver early defibrillation in the first critical moments after the arrest. If you are trained to use an AED, you may use the unit that the Law School maintains that is located north of the revolving door near Thorne Auditorium in the lobby on the Chicago Avenue side.
7. Notify Environmental Health & Safety (EHS) and Risk Management as soon as possible: [www.northwestern.edu/risk/secure/report-an-incident.html](http://www.northwestern.edu/risk/secure/report-an-incident.html)

#### **E. POWER OUTAGE**

In the event of a power outage, it may be difficult to maneuver in the dark and normal equipment and facilities operations may be interrupted. Although exit signs and some emergency lighting in stairways and corridors will stay on, other areas may be dark. Consider keeping a flashlight or a plug-in, battery-operated emergency light somewhere that it can be found easily in the dark.

#### **F. TORNADO**

1. Seek shelter inside.
2. Move to lowest level of the building. If any underground shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture. Avoid places with wide-span roofs such as auditoriums, cafeterias, large hallways, or shopping malls.
3. Stay away from windows.

##### **If outdoors:**

1. If shelter is not available, or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a building.
2. After tornado passes, remain alert for signs of additional tornadoes and/or flash flooding.

#### **G. BOMB THREAT**

Immediately call University Police after receiving a bomb threat. In most cases, bomb threats will be received by telephone. University Police will determine if evacuation or other action is necessary.

##### **If you receive a telephoned threat:**

- Remain calm and get as much information as possible.
- If possible, signal another person and write a note explaining that the call is a bomb threat. The other person should then alert University Police.
- Note the exact time of the call and attempt to write down the exact words of the caller.

##### **Ask the caller:**

- When is the bomb set to explode?



- What kind of bomb is it?
- Where is it located?
- What does it look like?
- Who are you?
- Why are you doing this?

If you receive a written bomb threat, do not handle it any more than necessary. Place it in an envelope to preserve possible fingerprints.

## **H. ACTIVE VIOLENCE**

An active violence incident involves an individual actively engaged in killing or attempting to kill people in a confined and populated area. The individual may be armed with a firearm or bladed weapon or may engage in other violent acts such as driving a vehicle into a crowd. There may or may not be a pattern or method to their selection of victims.

### **Before an incident occurs:**

- Don't assume it will never happen.
- Be aware of your surroundings at all times along with any possible dangers.
- Know where all of the exits in your area are located.
- Determine whether the space you are in can be locked.
- Know your exact workplace address including the office number.
- Have an escape plan, same as in a fire.

Discuss with colleagues the plan you would enact in an incident, such as exits, sheltering in place, securing doors, and assembly points. The phrase "Run, Hide, Fight ©" is a registered trademark of the City of Houston. Training concept is used by special permission.

### **When an incident occurs:**

#### Run

- Take decisive action if you hear gunshots—don't wait until others tell you to act.
- Know your surroundings—have an escape route and plan in mind.
- Run and call 911 from a cell or campus phone when it's safe to do so.
- Help others if you can, but keep moving.
- When calling 911, be sure to provide an exact location—don't assume a dispatcher knows where you are located.

#### Hide

- If you can't run, hide as a second option.
- Do not huddle together, as it makes one easy target.
- Lock and/or use items to barricade doors, shut off lights.
- Put your cell phone on silent and call 911, but do not speak loudly to avoid being heard.
- Keep others calm around you.

#### Fight

- As a last resort, when running and hiding are not an option, fight when your life is in imminent danger.
- Assume a survival mindset and know that active violence situations are often over in a few minutes.
- Find an object to use as a weapon—fire extinguisher, chair, book bag, letter opener, etc.
- Develop a plan with others to take out a potential shooter—be decisive and commit to action.

### What should I tell the 911 operator?

Don't assume someone else is calling 911. If you have specific information and have made it out safely, call the police.

Calls to 911 from your cell phone will go to either the Chicago Police Department, Evanston Police Department, or Illinois State Police dispatch centers. Be sure to tell them you are on the campus of Northwestern University. Calls to 911 from campus phones go directly to the Northwestern University Police dispatch center (do not dial 7 to get an outside line). Texting 911 is also an option in both Chicago and the City of Evanston. Simply place "911" in the "To" line of your mobile phone and enter the details into the message field.

- Be specific about the location where the incident is occurring—for example, "There is an active shooter on the campus of Northwestern University, first floor of Levy Mayer Hall."
- Provide a specific description of those involved, including clothing and weapons.
- Pre-program your cell phone with the Northwestern University Police Department emergency number: **847-491-3456**.

### What should I expect when police officers arrive?

- Remain calm and be prepared to show your hands to arriving police officers.
- Do not slow down responding officers. Follow their instructions and keep moving.
- Do advise them where the suspects may be in the building.

Learn more: [www.northwestern.edu/emergency-management/how-you-can-prepare/active-violence.html](http://www.northwestern.edu/emergency-management/how-you-can-prepare/active-violence.html)

## V. Worker's Compensation

Employees of the University, including faculty, staff, and students working part-time on the University payroll, are covered under Worker's Compensation for work related injury or illness. Students not on the University payroll are under the care of the Student Health Center. 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 Worker's Compensation purposes.

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 or your supervisor must report the injury or illness to Environmental Health & Safety (EHS) and Risk Management at [www.northwestern.edu/risk/secure/report-an-incident.html](http://www.northwestern.edu/risk/secure/report-an-incident.html) as soon as possible. It is important that you report any injury, no matter how small. The regulations of the Occupational Safety and Health Act and Illinois Worker's Compensation require that injuries be reported.

For emergency treatment, employees should go to the Northwestern Memorial Hospital emergency room. If emergency transportation is required, call 911. Do not wait for complications to arise; get treatment as soon as possible. For follow-up treatment or non-emergency treatment, you may go to any physician or hospital of your choice. All invoices for medical services rendered should be sent to Risk Management at 2020 Ridge Avenue, Floor 4, Evanston, IL 60208-4335 as soon as they are received. Northwestern University has designated Northwestern Memorial Corporate Health, Galter Pavilion, 201 East Huron Street, 9th floor – Suite #240, Chicago, IL, 312-926-8282, as the primary care facility for work-related injuries and illnesses. This facility is set up for emergency and extended care and is well staffed and equipped to provide University employees with superior medical services.

## Designated Evacuation Wardens

BUILDING & FLOOR	NAME	ALTERNATE
Gary-Coon 2	Jeremy Adler, Kevin Ofloy	Peter Walters
Gary-Coon Suite 124	Fred Pelzer, Alina Barylsky	Allison Heverin
Gary-Coon 125 & 166	Angie Roberts, Kelly O'Hanlon	Charlene Pineda, Mary Beth Busby
Pritzker Legal Research Center Rubloff 2-4	Jesse Bowman, Candace Jones	Jeffrey Sumner, Vanessa Sowka
Levy Mayer Basement	Cody Schumacher	Stephen Dale
Gary-Coon Mezzanine	Khanisha Hobson	Tiffany Hanna, Evan Goldberg
Levy Mayer 1	Stephen Dale	Cody Schumacher
Levy Mayer 2	Jazzma Pryor	Francesca Bullerman, Jane Brock
Levy Mayer 3	Alyson Smith	Yarixa Calvillo
Levy Mayer 4	Evan Frost, Lauren Antiletty	Jasmin Jenkins
McCormick Basement	Bill Haydasz	Patrick Montag
McCormick 1	Ping Ng	Naser Doleh
McCormick 2	Shona Bonds	Matt Kohnhorst
McCormick 3	Shona Bonds	William Lindsey
Rubloff 1	Janey Schachte	Charlene Pineda
Rubloff 2	Cameron Viera	Elizabeth Fritz, Katie Zinninger
Rubloff 3	Janet Garesche	Nalya Dority, Lauren Wisniewski
Rubloff 5	Derek Gunderson	Hal Shipman, David Robertson
Rubloff 8	Hector Alamo	Melissa Montemayor