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- i. Adhere to the requirements of this program.
 - ii. Be familiar with [general evacuation procedures](#), any school or unit-specific procedures, and designated assembly areas.
 - iii. Participate in emergency evacuation exercises (i.e., evacuate the building upon alarm activation and proceed to the designated assembly area).
 - iv. Attend all required training (refer to Section VII – Training).
 - v. Must never put themselves in danger when evacuating or attempting to assist others.
- E. Individuals (e.g., PIs) responsible for areas with hazardous materials, processes, or equipment (e.g., labs)
- i. Adhere to the requirements of this program.

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- iii. In assembly halls, auditoriums, classrooms with a capacity of over 50, exhibition halls, gymnasiums, libraries, museums, places of worship, pool rooms, restuarants, and theaters.

V. Building Evacuation Alert Methods

- A. Chicago campus buildings or floors are designated as high-rise, school, or mixed, depending on the occupancy type, which determines how buildings or floors are evacuated in an emergency (see Appendix 1)
 - i. **High-Rise Designation**
Fire alarms are initially silent. The Chicago Fire Department is dispatched and will determine which floors to evacuate based on the nature of the emergency. Evacuation instructions are provided utilizing the voice annunciation and visual alert system.
 - ii. **School Designation**
An audible and visual fire alarm will alert building occupants to evacuate the building. The Chicago Fire Department is dispatched.
 - iii. **Mixed (High-Rise and School) Designation**
Floors identified as a school will adhere to the school designation, and floors identified as a highrise will adhere to the highrise designation. The Chicago Fire Department is dispatched.
- B. All Evanston campus buildings are evacuated by an audible and visual fire alarm to alert occupants to evacuate the building. The Evanston Fire Department is dispatched.
- C. Fire alarm systems are tested at least annually and more frequently, as necessary (e.g., renovation projects).

VI. Emergency Evacuation Exercises

Emergency evacuation exercises are routinely conducted at select buildings on the Chicago and Evanston campuses to ensure fire alarm equipment and procedures are effective.

A. Evacuation Exercise Frequency

Building Type	Frequency
Theaters ¹ , Sports Complexes ² , Libraries ³ , and Hotels ⁴	Annual
Residence Halls, Graduate Housing, Fraternities, and Sororities	Quarterly ⁵
Academic and Professional Buildings	Annual
Evanston Campus Science Buildings	Annual
Chicago Campus Buildings	Annual

¹Block Gallery, Wirtz Ryan Center Pick Gaiger

²Henry Crown, Trienens, Ryan Walter Athletics Center

³Deering, University Library

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B. Evacuation Exercise Planning

- i. EHS coordinates evacuation exercises with stakeholders as necessary (e.g., building managers, Facilities Operations, Residential Services, University Police, and local fire departments).
- ii. Exercises are planned in advance to minimize operational disruption and are typically avoided in the winter months due to the hazards associated with low temperatures, snow, and ice.
- iii. University Police Communications must be notified in advance of location, date, and time of all planned evacuation exercises (dl_nupd_co@e.northwestern.edu)
- iv. Evacuation exercises are typically unannounced to the general building population to preserve the effectiveness of the exercises.
- v. Schools and unit representatives are encouraged to use careful discretion in sharing evacuation exercise details only as necessary (e.g., impact on sensitive or critical operations).

C. Evacuation Exercise Execution

- i. EHS will assemble all involved supporting personnel (i.e., the evacuation team) at the building and conduct a risk assessment to ensure no hazards (e.g., inclement weather) or conditions that may impact the effectiveness or safety of the exercise are present. Exercises may be postponed, rescheduled, or canceled at the discretion of EHS.
- ii. EHS will notify University Police, the local fire department, and any other relevant stakeholders (e.g., building managers at nearby buildings) that the exercise will be commencing.
- iii. The evacuation team will strategically position at building egress points maintain constant communication (e.g., radio)
- iv. EHS will authorize Facilities Operations to activate the alarm which may include disabling or bypassing certain features of the normal alarm and notification sequence.
- v. During the exercise, the evacuation team will direct evacuees to the designated assembly areas and monitor the exercise. Careful consideration must be given when evacuation paths cross areas with vehicular traffic, such as roadways and parking lots.
- vi. When the building is determined by EHS to be evacuated, EHS will authorize Facilities Operations to silence and reset the alarm.
- vii. Facilities Operations will reset necessary systems and utilities (e.g., natural gas, manual call points, fire doors, dampers).
- viii. Once Facilities Operations confirms the alarm is reset and operational, EHS will alert the evacuation team that the exercise is complete, at which point the evacuation team can alert evacuees at the designated assembly area that the exercise is complete.

