

# Rosalind Franklin University of Medicine and Science

## EMERGENCY BUILDING EVACUATION PROCEDURE

### **Contacts:**

North Chicago Fire and Rescue: 911

North Chicago Police: 911

Campus Security: Ext-3288

Operations and Maintenance: Ext-3249

### **Pre-planning**

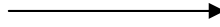
- Know your evacuation route before an emergency; emergency exit routes are posted throughout the buildings on Evacuation Maps.
- Be certain your visitors are aware of evacuation routes as you are responsible for them in the event of an emergency evacuation.
- If you are unable to use the stairs unassisted during an evacuation please contact the Director of Environmental, Health and Safety (EHS) to prepare a personal safety plan.

### **Procedure**

- Never question the validity of a fire alarm.
- Upon hearing the fire alarm, exit the building according to your closest available evacuation route. Do not use the elevators.
- Close doors and turn off lights, if possible.
- Before exiting through any closed door, check for heat and the presence of fire by feeling the door with the back of your hand. If the door feels warm or hot to the touch, proceed to another exit.
- After exiting the building, go directly to your designated assembly area (see attached assembly areas). Do not congregate close to the building.
- Do not block driveways as Fire Department vehicles may need access.
- Security/Maintenance will check and seal off any Hazardous Material Area(s) and will notify Emergency Response Personnel as necessary.
- **Return to the building when the “ALL CLEAR” is given by an authorized individual (i.e. security, maintenance, or the Director of EHS)**
- **In the event you are unable to exit the building:**
  - Remain calm; do not panic.
  - Remain low; crawl if necessary.
  - Place a cloth, wet if possible, over your mouth to serve as a filter.
  - Signal for help from a window using a towel, clothing, sign etc.

## Emergency Evacuation Plan Designated Assembly Areas

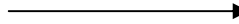
1. Administration
2. Dean's Office
3. Learning Resource Center
4. Student Affairs
5. Human Resources
6. School of Graduate and Postdoctoral Studies
7. Educational Affairs



### Assembly area Front Lawn



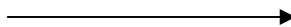
8. Medicine Department
9. Food for Thought
10. Proteome labs
11. Cellular and Molecular Pharmacology
12. Biochemistry and Molecular Biology
13. Operations and Maintenance
14. I.T. Helpdesk
15. Mail Services / Receiving



### Assembly area South Parking Lot



16. Cell Biology Anatomy
17. Physiology and Biophysics
18. Neuroscience
19. Clinical Immunology
20. Accounting/Business Office
21. Purchasing
22. Medical Radiation Physics
23. Biological Resource Facility
24. H. M. Bligh Laboratories
25. Rhoades Auditorium and Pods
26. Information Technology

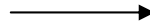


### North Parking Lot West



## Emergency Evacuation Plan Designated Assembly Areas

27. H.S.B. All Class Rooms and Labs
28. H. S. B. Auditoriums
29. H. S. B. Conference Rooms
30. Bookstore
31. Student Union



32. School of Podiatric Medicine
33. Admissions and Records
34. Financial Aid
35. Clinical Laboratory Sciences
36. Nutrition
37. Pathology
38. Physical Therapy
39. Physician Assistant
40. Psychiatry and Behavioral Sciences
41. Psychology
42. Food for Thought – HSB Location
43. Dean of College of Health Professions offices
44. Neurology
45. IRB office

