EMERGENCY ACTION PLAN
Nightingale Hall

Northeastern University
105-107 Forsyth Street
Boston, MA 02115

Date:
March 1, 2026

JIGSAW
LIFE SAFETY

Emergency Contacts

In case of emergency where there is an immediate risk to health and safety or a risk that the incident can cause significant property damage, **call 911.** Then call Northeastern University Police Department at **617.373.3333**. Be prepared to tell the dispatcher(s) everything you know about the incident.

Emergency Coordinators

Emergency Coordinator information is provided in the Northeastern University Contingency Plan Summary Sheet.

Revision Log

Date	Revisions
March 1, 2026	Original Report

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Emergency Preparedness Documentation Hierarchy

- Northeastern University Contingency Plan Summary Sheet
- Spill Prevention, Control and Countermeasure Plan
- HazMat Release Response
- Northeastern University Hazard Communication Program
- Northeastern University Chemical Hygiene Plan
- Northeastern University's Emergency Operations Plan Boston Annex
- Boston Campus – AED Locations
- Northeastern University Police Department Emergency Response Guide

Documents all housed on NUPD Emergency & Safety Plans website:
https://nupd.northeastern.edu/plans/

1.0 Purpose

The purpose of this Emergency Action Plan (EAP) is to protect Nightingale Hall (Nightingale) employees, students, visitors, contractors, and other personnel from serious injury, property loss, or loss of life in the event of emergency situations. This EAP describes the responsibilities and actions to be taken for certain foreseeable situations. Nightingale employees will be informed of the plan's purpose and the procedures to be followed in various emergency situations.

If, after reading this EAP, you find that improvements can be made, please contact Northeastern University's Office of Academic and Research Safety. Northeastern University encourages all suggestions because we are committed to the success of our Emergency Action Plan and strive for clear understanding, safe behavior, and involvement in this plan from every level of the university.

1.1 Scope

1.1.1 This Emergency Action Plan applies to all employees, students, contractors, and/or visitors of Nightingale Hall.

1.2 Accessibility

1.2.1 Nightingale will keep safety information at a central location containing the following:

1.2.1.1 Safety Data Sheets;

1.2.1.2 The Emergency Action Plan; and

1.2.1.3 The Chemical Hygiene Plan.

1.3 Review

The contents of this plan will be reviewed on an annual basis and more frequently if any of the following occur:

1.3.1 There are regulatory changes requiring amendments to the EAP;

1.3.2 The need for plan improvements is identified during a drill or actual emergency;

1.3.3 The list of Emergency Contacts and/or responsible personnel changes;

1.3.4 There is a change in the layout or design of the building or lab area, new equipment, or hazardous materials;

1.3.5 New processes are introduced that affect evacuation routes;

1.3.6 New hazards are introduced which require new or modified emergency procedures; or

1.3.7 There are any substantial changes in operations and/or maintenance of the building or lab area.

1.4 Definitions

1.4.1 **Incidental Situation**: A situation is defined as incidental if all the following criteria are met:

1.4.1.1 The situation may be controlled by the equipment, personnel, and training of onsite resources;

1.4.1.2 There is no potential health threat to the responder as a result of responding to the incident.

1.4.2 **Emergency Situation**: A situation is defined as an emergency if any of the criteria are met:

1.4.2.1 The situation is not controllable by the equipment, personnel, and/or training of onsite resources;

1.4.2.2 Response to the release poses a potential safety or health hazard to the responder.

1.4.3 **Medical Emergencies**:

1.4.3.1 A condition (injury or illness), the onset of which is sudden and manifests itself by symptoms of sufficient severity, including severe pain, such that a prudent layperson could reasonably expect the absence of immediate medical attention to result in:

1.4.3.1.1 Placing the life or health of the afflicted person with such a condition in serious jeopardy;
1.4.3.1.2 Serious impairment to the person's bodily functions;
1.4.3.1.3 Serious dysfunction of any bodily organ or part; or
1.4.3.1.4 Serious disfigurement.

1.4.3.2 Examples of medical emergencies can include, but are not limited to:

1.4.3.2.1 Heart attack, stroke, fall, shock, choking, loss of consciousness, or any other condition which may require immediate help.

1.4.4 **Incipient Fire**:

1.4.4.1 A fire which is in the initial stage and can be controlled or extinguished by portable fire extinguishers without the need for protective clothing or breathing apparatus.

1.4.5 **Life Safety System**:

1.4.5.1 Any interior building element designed to protect and evacuate the building population in emergencies, including fires and earthquakes, and less critical events, such as power failures.

1.4.5.2 Examples of life safety systems can include, but are not limited to:

1.4.5.2.1 Alarm initiation devices, such as heat detectors, smoke detectors and fire alarm pull stations that automatically contact the fire department; stairwell doors that automatically unlock when an alarm activates to permit access onto any floor; and back-up power for emergency lighting and other safety systems.

1.4.6 **Residential Contractors**:

1.4.6.1 For the purpose of this document, residential contractors are defined as contractors who are routinely onsite at the Nightingale building, performing routine services, and reporting to the same individual(s).

1.4.6.2 Residential contractors are referred to in this document as "employees".

1.4.7 **Non-Residential Contractors**:

1.4.7.1 For the purpose of this document, non-residential contractors are defined as contractors who are not routinely onsite at the Nightingale building (i.e. performing a single job on a single day).

1.4.8 **Partial Evacuation**:

1.4.8.1 Small-scale, localized evacuation prompted by an emergency situation that can be contained or confined to a single room or area.

2.0 Roles and Responsibilities

2.1 Northeastern Police Department (NUPD)

- 2.1.1 All incidents will be reported to NUPD as outlined in this report.
- 2.1.2 Assesses situations to determine whether an emergency exists that requires activation of the emergency procedures.
- 2.1.3 Acts as a liaison between emergency responders during emergencies.
- 2.1.4 Oversees emergency procedures and directs shutdown of utilities or building operations as necessary.
- 2.1.5 Coordinates with managers and supervisors and other groups within Northeastern University to ensure emergency action plan training is given to employees at the time of hire.
- 2.1.6 Ensures emergency equipment is in adequate working condition prior to and after emergency events. Specifically, NUPD will ensure AEDs are in working condition.
- 2.1.7 Provide help to disabled employees and employees that require additional assistance during evacuations.
- 2.1.8 Incidents involving lab safety will activate an NU alert to ECOS, OARS On-Call Team, and Office of Risk Services.

2.2 Office of Academic and Research Safety (OARS)

- 2.2.1 Coordinates with managers and supervisors to ensure lab safety and chemical hygiene training is given to employees at the time of hire.
- 2.2.2 Coordinates with managers and supervisors and other groups within Northeastern University to ensure emergency action plan training is given to employees at the time of hire.
- 2.2.3 Provides technical and regulatory information to first responders including chemical, biological, and radiological hazards.
- 2.2.4 Ensures emergency equipment is in adequate working condition prior to and after emergency events. Specifically, OARS will advise on which special-hazard spill-response equipment is required.

2.3 Northeastern Fire Safety

- 2.3.1 Coordinates and conducts emergency evacuation drills and evaluates their effectiveness.
- 2.3.2 Coordinates with managers and supervisors and other groups within Northeastern University to ensure emergency action plan training is given to employees at the time of hire.
- 2.3.3 Ensures fire extinguishers and life safety systems (e.g., fire sprinklers, fire alarm, etc.) are in adequate working condition prior to and after emergency events.

2.4 Environmental Compliance and Occupational Safety (ECOS)

- 2.4.1 Reports spills or chemical releases to appropriate regulatory authorities, when appropriate.
- 2.4.2 Ensures emergency equipment is in adequate working condition prior to and after emergency events. Specifically, ECOS will ensure safety showers and eyewash stations are routinely inspected.

2.5 Chemical Hygiene and Biosafety Officers

2.5.1 Coordinate with Northeastern Police Department to determine the extent of any emergencies relevant to their positions.

2.5.2 Provide safety-related information related to the specific hazards and novel research equipment that is relevant to the emergency response.

2.5.3 Ensure Employees have the required training to safely conduct their work.

2.5.4 Investigate, analyze, and review with the Northeastern Police Department, OARS, and ECOS any incident, accident, and/or safety improvements relevant to their positions.

2.6 Building Safety Managers

2.6.1 All laboratory buildings have an assigned Building Safety Manager. These responsibilities are subject to revision as duties are refined.

2.6.2 Assists in the development and implementation of Emergency Action Plans (EAP) for laboratories in assigned buildings.

2.6.3 Emergency coordinator and contact for laboratory emergencies in assigned buildings.

2.6.4 Manages equipment and supplies (e.g., detectors, specialty spill control materials, etc.) for laboratory emergencies in assigned buildings.

2.6.5 Assists in the development and execution of training/exercises/drills related to lab safety according to EAPs for assigned buildings.

2.6.6 Maintains accurate information pertaining to laboratory hazards and other applicable building-wide data for emergency response in assigned buildings.

2.6.7 Assists in the reporting of hazardous materials releases in assigned buildings to applicable regulatory agencies.

2.7 Employees and Residential Contractors

2.7.1 Know at least two evacuation routes from their work area(s).

2.7.2 Aware of the location of fire alarm pull stations and fire extinguishers nearest their work areas.

2.7.3 Thoroughly familiar with the location, general use, capabilities, and limitations of emergency equipment.

2.7.4 Responsible for visitors or vendors that they are hosting.

2.7.5 Ensure visitors or vendors you are hosting are out of the building and accounted for during evacuations.

2.7.6 Familiar with Northeastern Police, OARS, Facilities Customer Service, and ECOS and how to contact them during emergencies.

2.7.7 Follow all procedures described in this emergency action plan.

2.7.8 Attend training on the provisions described in this EAP annually and as required otherwise.

2.8 Non-Residential Contractors

2.8.1 Visitors and Vendors are escorted by their host.

2.8.2 Non-residential contractors, visitors, and vendors must adhere to all instructions given by their host and report to that individual(s) during emergencies.

2.9 Building Management Company

2.9.1 Northeastern University owns and manages the building.
2.9.2 Provides and maintains fire safety systems and building guidelines.
2.9.3 Responds to general emergencies (e.g., power outages, floods/leaks, etc.).
2.9.4 Provides 24-hour security for the building.
2.9.5 Establishes building guidelines for emergency procedures.

2.10 Emergency Assistance Agreements

2.10.1 Boston Fire Department

2.10.1.1 Provides the primary and principal response for emergency situations at Nightingale.
2.10.1.2 The Boston Fire Department must be notified by a Nightingale employee of all fires, and uncontrolled spills, as required by law.
2.10.1.3 Assumes responsibility for the safety of building occupants and has the authority to make decisions regarding evacuation and whatever other actions are necessary to protect life and property.
2.10.1.4 The highest-ranking responder will assume the incident command role and will work with the onsite emergency coordinator but will be responsible for directing all response activities.
2.10.1.5 The Fire Department may order employees to evacuate the premises.

2.10.2 Boston Emergency Medical Services

2.10.2.1 Provides the primary and principal response for emergency medical situations at Nightingale.
2.10.2.2 Should be utilized for any medical condition that poses an immediate threat to life or limb and requires urgent medical attention, such as severe bleeding, unconsciousness, severe burns or chemical exposures, or cardiac arrest.

2.10.3 Beauport Ambulance Service, Inc.

2.10.3.1 Provides emergency and non-emergency paramedic services for Northeastern University's Boston Campus.
2.10.3.2 Is available for any condition requiring medical attention but does not pose an immediate threat to life or limb, such as minor injuries, non-severe asthma attacks, or mild to moderate illness.

2.10.4 Waste Contractor – Clean Harbors

2.10.4.1 Provides emergency response services for chemical, biological, and wastewater spills.
2.10.4.2 Provides onsite laboratory and facilities services, including waste management and waste shipment.

2.11 Emergency Contact Information

2.11.1 The running list of emergency contacts is shown in Northeastern University Contingency Plan Summary Sheet
2.11.2 This is intended to act as a working list for reference purposes and should not be posted throughout the site; and

2.11.2.1 When names or numbers change on this list, the Emergency Reference Guide must be updated as well.

2.11.3 Each Laboratory and area containing hazardous materials will have specific emergency contacts for the space.

3.0 Emergency Evacuation Procedures

3.1 Policy – When to Evacuate

3.1.1 Evacuations are initiated by the sounding of the building alarm system, strobe lights, and emergency egress lighting – when you hear the alarm, evacuate.

3.1.2 To sound the alarm manually, pull the fire alarm pull station located near exits – **be advised: this will contact the Boston Fire Department.**

3.1.3 Evacuations may also be initiated verbally by Emergency Responders.

3.2 Etiquette – How to Evacuate

3.2.1 Stay calm and promptly head towards the nearest emergency exit.

3.2.2 Heed all instructions given by emergency coordinators, safety officers, or emergency responders.

3.2.3 Do not return to your office or lab for personnel belongings.

3.2.4 Do not use the elevators; use the stairs.

3.2.5 Be sure not to incite panic when evacuating; remain professional and proceed to the emergency egress area.

3.2.6 It is imperative that you do not go to your vehicles or leave the assembly area until authorized to do so.

3.2.7 Quietly await further instructions.

3.2.8 At no time are employees permitted to reenter the building until cleared by the fire department.

3.3 Assembly Area – Where to Evacuate

3.3.1 In the event of an evacuation, employees must assemble at the closest rally point.

3.3.2 Reference Appendix A for additional information and visualization.

3.4 Communications

3.4.1 After assembling at the rally area, Northeastern Police Department will communicate with the evacuated occupants to determine if there are any known persons within the building that did not evacuate or may need assistance to evacuate.

3.4.2 Northeastern Police Department will report to Boston's first responders if there are any known persons that need assistance with evacuation.

3.4.3 If anyone has information regarding a coworker who is absent, it must be communicated to the Northeastern Police Department immediately – we do not want to have fire fighters searching for someone who is out of the office.

3.5 Additional Information

3.5.1 Emergency Egress Routes:

3.5.1.1 Emergency egress routes are posted throughout the building in high occupancy areas, as illustrated in Appendix B;

3.5.1.2 Employees are required to understand the posters and the primary and secondary egress routes from whichever space they may be working.

3.6 Partial Evacuations

3.6.1 A partial evacuation can be signaled by the Emergency Coordinator(s), Safety Officers, or other employees.

3.6.2 Partial evacuations are generally prompted by chemical or biological spills confined to the laboratories which have a potential impact that is localized and contained within the room or immediate area.

3.6.3 It is important to note that if the spill has the potential to affect employee health *outside* the area (e.g. into the office space, other tenant's space, or the environment), a complete evacuation is required.

3.6.4 See Section 5.5 for further information on chemical spill response.

3.6.5 In the event of a partial evacuation, employees must respond as follows:

3.6.5.1 Communicate the situation to others in the work space;

3.6.5.2 Evacuate the area and close the doors;

3.6.5.3 Immediately contact the emergency coordinator and safety officers – they will determine the next course of action;

3.6.5.4 Post signage to indicate no entry or prohibit others from entering;

3.6.5.5 Under no circumstances are employees permitted to renter the space until cleared by the emergency coordinator, emergency responders, or safety officers; and

3.6.5.6 If you have details regarding the evacuation, provide it to the emergency coordinator and/or Northeastern Police (e.g. size of spill, material spilled, where it was spilled, if anyone is injured, etc.).

4.0 Non-Laboratory Emergency Procedures

The following sections provide employees with the appropriate response or procedure for the given emergency. It is imperative that all employees understand these procedures to respond effectively in the event of emergency situations.

In case of emergency where there is an immediate risk to health and safety or a risk that the incident can cause significant property damage, call 911. Then call Northeastern University Police Department at 617.373.3333. Be prepared to tell the dispatcher(s) everything you know about the incident.

4.1 Medical Emergencies

4.1.1 Inform others in the immediate area of the situation – work as a team to respond effectively; personnel should be assigned to do the following:

4.1.1.1 Dial 911 and provide the dispatcher the location and nature of the medical emergency (e.g. unconscious, seizure, broken bones, etc.);

4.1.1.2 Contact NUPD at 617.373.3333 to report the incident.

4.1.1.3 Do not hang up until directed to do so by the emergency operator.

4.1.2 Return to the victim.

4.1.3 Administer first aid if you are trained and capable.

4.1.4 Employees who are not trained in first aid are not expected to perform any rescue or medical duties and should avoid doing so.

4.1.5 Do not attempt to move the victim; try to comfort them until help arrives, if it is safe to do so.

4.1.6 At no time are employees directed to perform medical response duties which may endanger their life.

4.1.7 NUPD will determine the need for level of medical care and is responsible for ensuring all incidents are documented and triaged correctly. All decisions related to medical care must be coordinated with NUPD. If after coordinating with NUPD and other appropriate departments, included but not limited to OARS, it is determined that the medical emergency does not require an ambulance, transport will be provided by and/or coordinated with NUPD. All decisions to be coordinated with NUPD.

4.1.8 For any incidents resulting in small quantities of bodily fluids, such as a minor cut where first aid can be applied, the following should be done:

4.1.8.1 Spray the affected area of the bench, floor, etc. with bleach; DO NOT APPLY BLEACH TO SKIN.

4.1.8.2 Wipe the area clean using nitrile gloves and wipes (wypalls or equivalent, spill pads, etc.); and

4.1.8.3 Collect and discard the materials used in a biological waste container.

4.1.9 If you are uncomfortable, uncertain whether self-cleanup is appropriate, or if further clarification is needed, contact NUPD.

4.1.10 Significant bodily fluid spills should not be addressed by Northeastern students or faculty members. NUPD will coordinate the proper response in these instances.

4.2 Fire and Explosions

4.2.1 If you see a fire or explosion, inform coworkers of the situation by yelling “fire” to alert others in the area and follow evacuation procedures as described in Section 4.0.

4.2.2 Proceed to the nearest exit and activate the nearest fire alarm pull station – do not delay activating the fire alarm.

4.2.3 Do not use elevators during an emergency.

4.2.4 Dial 911 to report the emergency. Provide as much information as possible to the dispatcher. Contact NUPD at 617.373.3333 to report the incident. Be prepared to communicate:

4.2.4.1 Building name

4.2.4.2 Location within building

4.2.4.3 Type of incident

4.2.4.4 Types of chemicals present

4.2.5 For additional information see Northeastern University’s Emergency Operations Plan Boston Annex.

4.3 Incipient Fires

4.3.1 A fire in the initial stages of combustion, such as a small office fire in a trash bin, may be extinguished by employees if they are trained to do so.

4.3.2 In the event of an incipient fire:

4.3.2.1 Alert nearby employees of the situation;

4.3.2.2 If at any point the fire becomes uncontrollable, employees must follow the procedure listed in Section 4.1;

4.3.2.3 Refer to Section 7.1.9 and Appendix E for guidelines and general use of fire extinguishers.

4.3.3 Contact NUPD at 617.373.3333 to report the incident.

4.3.4 NNUPD offers hands-on training for fire extinguishers for any interested persons upon request. Current trainings and sign-up available at safety.northeastern.edu.

4.4 Severe Weather

4.4.1 See Northeastern University's Emergency Operations Plan Boston Annex. for Emergency Response information related to severe weather.

4.5 Power Outages / Utility Failure

4.5.1 See Northeastern University's Emergency Operations Plan Boston Annex for Emergency Response information related to power outage and utility failure.

4.5.2 Laboratory personnel should secure all experiments and unplug any electrical equipment whose unsupervised operation could lead to fire, chemical release or other unplanned condition, prior to evacuating. All chemicals used in active experiment should be closed and returned to their normal storage location such as flammable storage cabinet, ventilated cabinet, refrigerator, or hazardous waste storage area. If safe to do so, provide natural ventilation by opening all windows and/or doors. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.

4.6 Bomb Threats

4.6.1 See Northeastern University's Emergency Operations Plan Boston Annex for Emergency Response information related to bomb threats.

4.6.2 Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information as requested in Appendix C. If a bomb threat is received, react by completing the following:

4.6.2.1 Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does;

4.6.2.2 Listen carefully. Be polite and show interest;

4.6.2.3 Try to keep the caller talking to learn more information;

4.6.2.4 If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself;

4.6.2.5 If known, be sure to write down the callers' number;

4.6.2.6 Complete the Bomb Threat Checklist immediately. Write down as many details as you can remember. Try to get exact words;

4.6.2.7 Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

4.6.2.8 In the event of a bomb threat, the Boston and Northeastern Police Departments MUST be notified:

4.6.2.8.1 Have someone dial 911;

4.6.2.8.2 State, "I have received a bomb threat;"

4.6.2.8.3 Provide building name, floor location, and name of person who received the call; and

4.6.2.8.4 Await further instructions.

4.6.2.8.5 Commence a search of your area to determine if any strange objects are present – DO NOT TOUCH SUSPICIOUS OBJECTS IF FOUND.

4.7 On-Campus Violence

4.7.1 See Northeastern University's Emergency Operations Plan Boston Annex for Emergency Response information related to on-campus violence.

4.7.2 Reference the Active Shooter Guide in Appendix D.

4.8 Other Incidents

For the following incidents refer to Northeastern University's Emergency Operations Plan Boston Annex

4.8.1 Active Shooter/WEAPON ON CAMPUS

4.8.2 EXPLOSIVE DEVICES

4.8.3 SEXUAL ASSAULT

4.8.4 SUSPICIOUS PERSON OR PACKAGE.

5.0 Laboratory Related Emergency Procedures

This Emergency Action Plan identifies critical components of Northeastern University's Laboratory Related Emergency Response plan. More Comprehensive information is provided within the University's Hazard Communication Program, Chemical Hygiene Plan and Spill Prevention, Control and Countermeasure Plan.

5.1 Incidental Hazardous Material Spills

5.1.1 Warn others in the area. Alert them of the material spilled. React and respond with caution.

5.1.2 Plan your cleanup; take into consideration the quantity, type, and location of the spill.

5.1.3 Employees must adhere to the following procedure for incidental hazardous material spill cleanup:

5.1.3.1 Read the safety data sheet (SDS) for the chemical(s) involved;

5.1.3.2 Don the appropriate personal protective equipment;

5.1.3.3 Contain the spill by placing spill pads and/or spill adsorbent found in the spill kits around the area;

5.1.3.4 If you need more supplies, ask a coworker to get them. Do not leave spills unattended;

5.1.3.5 If there is broken glass or sharps involved in the spill, do not handle them directly. Use a dustpan and broom or tongs;

5.1.3.6 Ensure all spilled materials are fully absorbed and there is no remaining residue;

5.1.3.7 Place all contaminated debris, including absorbent, PPE and other spill materials in heavy-duty plastic bags. All sharps must be disposed of in sharps containers;

5.1.3.8 Properly dispose of the cleanup materials as "Spill debris."

5.1.4 See Appendix F – Hazmat Release Response for a flow chart/decision matrix.

5.2 Emergency Hazardous Material Spills

5.2.1 Emergency hazardous materials spills are categorized by uncontrollability and a direct threat to the health and safety of employees or the environment.

5.2.2 Employees who are not certified in responding to emergency spills are prohibited from attempting to respond, neutralize, absorb, or otherwise 'treat' an emergency spill.

5.2.3 Attend to any person that has been exposed to the material, utilizing emergency eye washes and emergency safety showers, if safe to do so. Do no attempt to help injured personnel if there is a possible threat to your health or safety.

5.2.4 Northeastern employees must utilize the following procedure for responding to emergency hazardous material spills:

5.2.4.1 Warn others in the area; alert them of the material spilled. React and respond with caution;

5.2.4.2 Evacuate the area immediately.

5.2.4.3 If there is an immediate threat to health and safety or the incident has the potential to cause significant property damage, call 911, then call NUPD at 617.373.3333.

5.2.4.4 If there is not an immediate risk to health and safety and the incident does not have the potential to cause significant property damage, call NUPD at 617.373.2121 and be prepared to answer as much as possible about the incident. Including but not limited to (see Appendix F):

5.2.4.4.1 Do you know the material that spilled or was released?

5.2.4.4.2 What is the estimated volume?

5.2.4.4.3 Is the substance a corrosive?

5.2.4.4.4 Is the substance flammable?

5.2.4.4.5 Is the substance biological?

5.2.4.4.6 Is the substance radioactive?

5.2.4.4.7 Is it reactive or explosive?

5.2.4.4.8 Was it discharged down a drain?

5.2.4.4.9 Is it contained in a berm or secondary containment?

5.2.4.4.10 Is the spill a possible threat to public health, safety, or the environment?

5.2.5 For situations that threaten fire or explosion, or spills in which hazardous vapors are present:

5.2.5.1 Evacuate the area and tell others to evacuate.

5.2.5.2 Close, but do not lock, doors behind you to isolate the area.

5.2.5.3 If the spill is within a fume hood, and you have time to do so safely, close fume hood sashes and post a sign to warn others not to enter.

5.2.5.4 Be available to advise emergency personnel when they arrive.

5.2.6 Personnel are prohibited from returning to the area until cleared by emergency coordinators or emergency responders.

5.3 Exterior Chemical and Oil Spills

5.3.1 See Northeastern University Contingency Plan Summary Sheet and Spill Prevention, Control and Countermeasure Plan information related to exterior spills.

5.4 Hazardous Material Exposures - Guidelines

5.4.1 All chemical exposures must be taken seriously. Employees must be familiar with these guidelines and procedures listed in the following sections when responding to chemical exposures.

5.4.2 Employees who witness or are involved in any chemical exposure shall respond as follows:

5.4.2.1 If it is a medical emergency, call NUPD at 617.373.3333 and provide as much information as possible.

5.4.2.2 Do not attempt to provide medical aid to an individual if the injury is the result of an emergency hazardous materials spill – doing so may endanger your life and safety.

5.4.2.3 Injured/ill personnel must never drive themselves to the emergency room or occupational health after chemical exposure.

5.4.2.4 Emergency physician assistance is available to staff and students via OEHN (Occupational Environmental Health Network) at 866.360.8100.

5.4.3 Exposures to the Eyes or Face:

5.4.3.1 Proceed to the closest eyewash or have someone guide you there.

5.4.3.2 Turn the flow of water on

5.4.3.3 Open your eyelids with your thumb and index finger.

5.4.3.4 Begin flushing your eyes and continue to do so for at least 15 minutes.

5.4.3.5 After flushing for 15 minutes, proceed to the nearest emergency room or occupational health services for follow-up.

5.4.4 Exposures to the Body or Skin:

5.4.4.1 Proceed to the closest safety shower or have someone guide you there.

5.4.4.2 If necessary, remove exposed clothing by cutting the fabric – pulling a shirt over your head can exacerbate exposure.

5.4.4.3 Turn the flow of water.

5.4.4.4 Continue to flush the exposed area for at least 15 minutes.

5.4.4.5 After flushing for 15 minutes, proceed to the nearest emergency room or occupational health services for follow-up.

5.4.5 Chemical Ingestion, Inhalation, Absorption:

5.4.5.1 Immediately dial, or have someone dial, NUPD at 617.373.3333.

5.4.5.2 Contact the Poison Control Center (listed in emergency contacts) and have the safety data sheet readily available.

5.4.5.3 Follow instructions provided – responding to exposures will vary depending on the scenario and chemical(s) involved.

6.0 Fire Protection Systems and Emergency Equipment

6.1 Fire Protection Systems

6.1.1 Nightingale Hall is equipped with automatic fire protection systems, including :

6.1.1.1 Smoke detectors/alarms

6.1.1.2 Manual fire alarm pull stations

6.1.1.3 Fire sprinklers

6.1.1.4 Fire extinguishers

6.1.1.5 Emergency lighting and exit signs

6.1.2 All systems have been engineered, installed, and maintained in accordance with the Massachusetts Fire and Building Codes.

6.1.3 Northeastern University is to be responsible for the testing of all the fire protection systems listed above.

6.1.4 If you notice any of the above appear to be missing, obstructed, broken, or disabled, it is imperative that the emergency coordinator is notified immediately.

6.1.5 Personnel are prohibited from tampering with any of the systems listed above.

6.1.6 Smoke Detectors / Alarms:

6.1.6.1 Nightingale is equipped with an automated and integrated smoke detector and fire alarm system monitored by the Boston Fire Department;

6.1.6.2 Upon activation, employees will be alerted by an alarm and strobe lights and the fire department will be notified.

6.1.7 Manual Fire Alarm Pull Stations:

6.1.7.1 Pull stations allow employees to manually activate the fire alarm and strobe light systems;

6.1.7.2 Upon activation, the Boston Fire Department will be notified;

6.1.7.3 Pull stations are generally located near emergency exits.

6.1.8 Fire Sprinklers:

6.1.8.1 Fire sprinklers are activated when the temperature at the head exceeds a specific threshold (between 135° and 175°);

6.1.8.2 Upon activation, the Boston Fire Department will be notified and respond;

6.1.8.3 It is imperative materials are stored at a distance greater than 18" from sprinkler heads, per National Fire Protection Agency (NFPA) regulations. Employees should alert the emergency coordinator if sprinkler heads are blocked.

6.1.9 Fire Extinguishers:

6.1.9.1 Fire extinguishers are located throughout Nightingale and are conspicuously marked with red signs;

6.1.9.2 All employees must familiarize themselves with the location of extinguishers nearest to their work area;

6.1.9.3 The fire extinguishers are strictly for defensive use or fighting incipient fires:

6.1.9.3.1 Reference Appendix E for an explanation of the P.A.S.S. Method for general use of fire extinguishers.

6.1.9.4 The area in front of fire extinguishers must be unobstructed at all times;

6.1.9.5 NUPD offers bi-weekly, hands-on training for fire extinguishers for any interested persons. Sign up at safety.northeastern.edu.

6.1.10 Emergency Lighting and Exit Signs:

6.1.10.1 Emergency lighting and exit signs are installed to safely and accurately guide personnel to the nearest exits;

6.1.10.2 It is imperative that the signs and lights are not blocked by materials. Immediately notify the emergency coordinator if you observe obstructed emergency lighting and exit signs.

6.2 Laboratory Spill Kits

6.2.1 Laboratories at Nightingale contain spill kits in areas where hazardous materials may be spilled.

6.2.2 These kits contain the supplies required for the containment and clean-up of small, incidental spills of common laboratory chemicals or other miscellaneous spills (e.g. oil spills).

6.2.3 Employees and students, particularly in teaching spaces, should be thoroughly familiar with the materials contained in the spill kits in the laboratories where they work.

6.3 Emergency Eyewash and Safety Showers

6.3.1 The laboratories at Nightingale have adequate means to flush accidental exposure to hazardous chemicals, specifically corrosive materials.

6.3.2 Employees working in the labs are required to be aware of the location of safety showers and eyewashes.

6.3.3 Access to the emergency safety showers and eye washes must be kept clear.

6.4 First Aid Kits

6.4.1 The Nightingale labs are equipped with first aid kits.

6.4.2 First aid kits should only be used as primary means to stop blood flow or cover a wound to protect it from contamination.

6.5 Emergency Equipment Locations

6.5.1 Emergency equipment includes fire extinguishers, emergency showers/eye wash stations, spill kits, first aid kits, and AEDs.

6.5.1.1 Boston Campus – AED Locations

6.5.2 Employees must be knowledgeable of the locations of emergency equipment.

6.5.3 Reach out to Facilities Customer Service at 617.373.2754 and/or NUPD at 617.373.2121 for information related to emergency equipment.

6.6 Inspections and Maintenance

6.6.1 The Operations Department is responsible for ensuring emergency equipment is inspected, maintained, and in working condition prior to, and as soon as possible after, emergency situations.

7.0 Employee Training and Drills

7.1 Training

7.1.1 All employees at Nightingale Hall must receive training on the policies and procedures detailed in this Emergency Action Plan.

7.1.2 Employees must be trained in these procedures, as well as their specific roles, responsibilities and duties under this plan prior to starting their work at Nightingale.

7.1.3 All employees shall review the Emergency Action Plan annually or whenever changes are made to the Plan.

7.1.4 All lab employees shall review the following documents annually or whenever changes are made to the plan:

7.1.4.1 Northeastern University Hazard Communication Program

7.1.4.2 Northeastern University Chemical Hygiene Plan

7.1.4.3 Northeastern University's Emergency Operations Plan Boston Annex

7.1.4.4 Northeastern University Contingency Plan Summary Sheet

7.1.4.5 Northeastern University Police Department Emergency Response Guide

7.1.5 Records of training will be kept on file and are available for review upon inquiry.

7.2 Drills

7.2.1 Drills permit employees to become familiar with the emergency procedures.

7.2.2 They may be performed and documented at Nightingale to keep employees familiar with the building's emergency procedures.

7.2.3 After each drill, the Emergency Coordinator will evaluate the effectiveness of the drill and identify the strengths and weaknesses of the EAP.

7.2.4 Additional drills will be considered when:

7.2.4.1 There are changes to the EAP or evacuation routes,

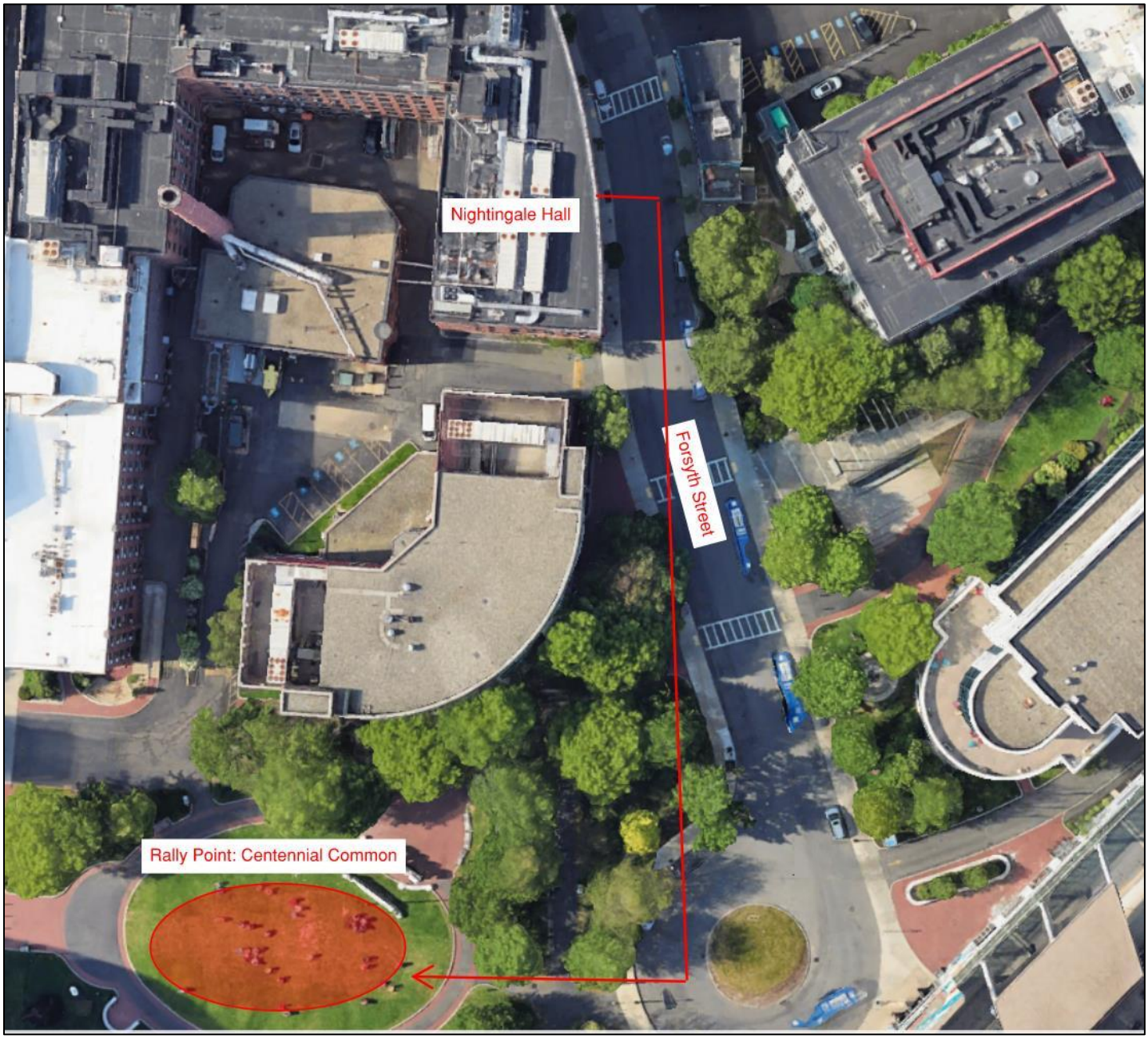
7.2.4.2 There is poor response by employees during a scheduled drill or an actual emergency,

7.2.4.3 There is an addition of a significant number of new employees; or

7.2.4.4 There is another indication that more drills are necessary.

8.0 Appendices

Appendix A – Rally Point



Appendix B – Emergency Egress Routes

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EMERGENCY ESCAPE ROUTE

EGAN RESEARCH CENTER - THIRD FLOOR - 300E3 ELEVATOR LOBBY 120 FORSYTH STREET, BOSTON, MA 02115

You Are Here
EXIT Exit
Primary Exit Route
Secondary Exit Route
Fire Alarm Pull Station

All PERSONS MUST EVACUATE FROM THE FACILITY WHEN THE ALARM SOUNDS

Appendix B – Emergency Egress Routes

Appendix B – Emergency Egress Routes

Appendix B – Emergency Egress Routes

EMERGENCY ESCAPE ROUTE

EGAN RESEARCH CENTER - FIFTH FLOOR - ROOM 509 (EAST) **120 FORSYTH STREET, BOSTON, MA 02115**

You Are Here	Primary Exit Route	Fire Alarm Pull Station
EXIT Exit	Secondary Exit Route	

All PERSONS MUST EVACUATE FROM THE FACILITY WHEN THE ALARM SOUNDS

Appendix B – Emergency Egress Routes

Appendix C – Bomb Threat Checklist

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

- Remain calm & do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the Bomb Threat Checklist immediately

If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

***Refer to your local bomb threat management plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone in close proximity to a suspicious item
- Touch or move a suspicious item

IF A SUSPICIOUS ITEM IS FOUND, CALL 911

For more information about this form contact the CISA Office for Bombing Prevention at: OBP@cisa.dhs.gov

V3

BOMB THREAT CHECKLIST

DATE: **TIME:**

TIME CALLER HUNG UP: **PHONE NUMBER WHERE CALL RECEIVED:**

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

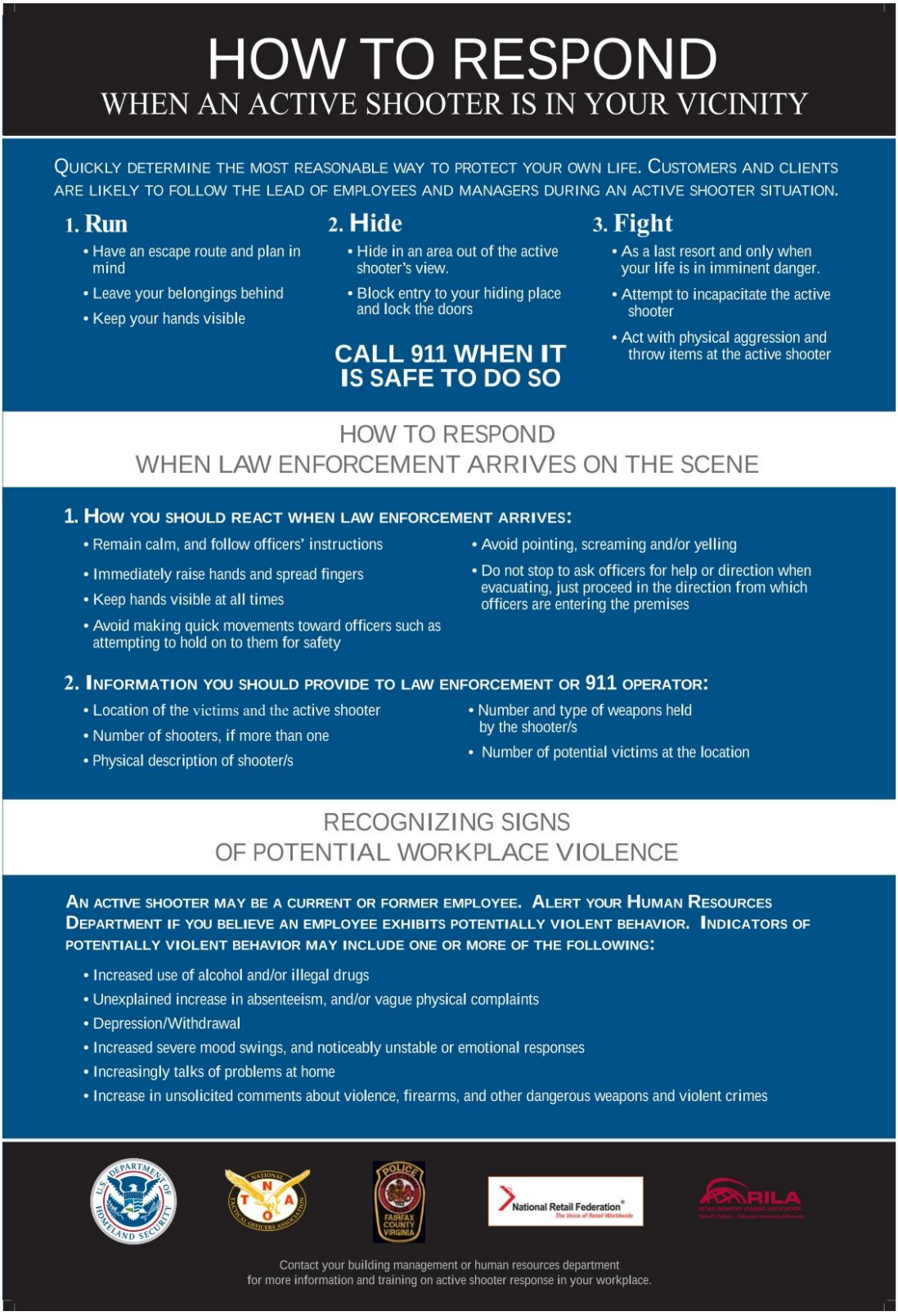
Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ **Female**	☐ Animal noises	☐ Incoherent
☐ **Male**	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking Voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud	**OTHER INFORMATION:**	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

Appendix D – Active Shooter Guide



HOW TO RESPOND
WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. Run
- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide
- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

CALL 911 WHEN IT IS SAFE TO DO SO

3. Fight
- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

HOW TO RESPOND
WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:
- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:
- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS
OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:
- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

Contact your building management or human resources department
for more information and training on active shooter response in your workplace.

Appendix E – P.A.S.S. Method

Northeastern University
Emergency Management

How to Use a Fire Extinguisher

Remember the PASS Method

PULL the Pin on the Handle

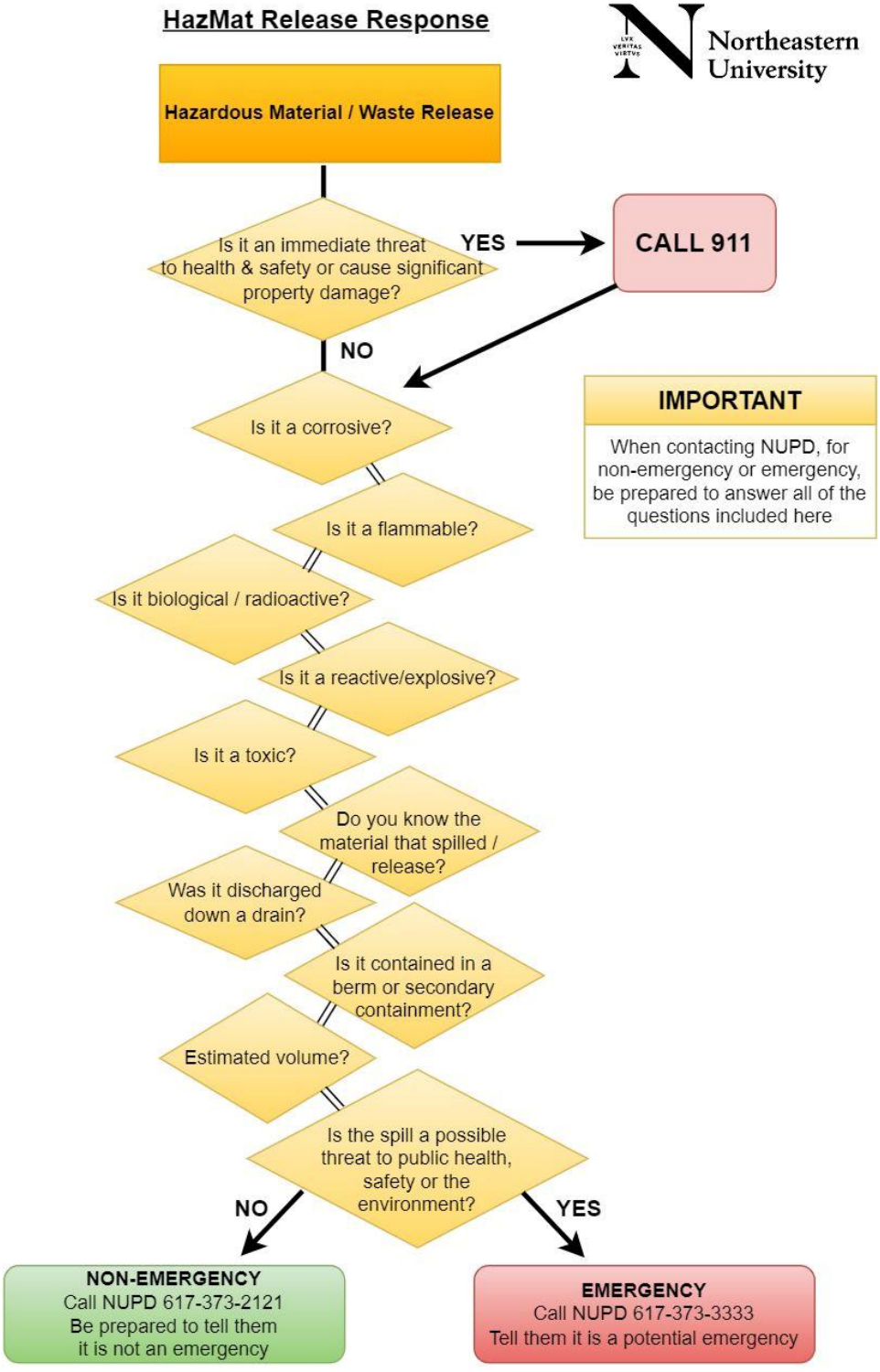
AIM the Nozzle at the Base of the Fire

SQUEEZE the Lever Slowly to Release the Agent

SWEEP the Nozzle from Side to Side

For Additional Information on Fire Safety
and Emergency Preparedness Contact
Northeastern University Emergency Management

oem@northeastern.edu
safety.northeastern.edu
nupd.northeastern.edu

Report a Fire by Dialing 911
NUPD Emergency 617-373-3333

Appendix F – HazMat Release Response