

# 20 SOUTH CLARK STREET EMERGENCY PLAN

## IMPORTANT NUMBERS

Office of the Building (312) 726-0711

Mon. – Fri. 9:00 a.m. to 5:00 p.m.

Security Desk (312) 726-0711

24 hours, 7 days a week

Chicago Fire Department  
Chicago Police Department  
Ambulance Service **911**

**CALM**

**Call 911**

**A**lert Building Management

**L**isten for Instruction

**M**ove to a safe location

## **INTRODUCTION:**

This manual has been designed and produced for distribution to the occupants of 20 South Clark Street. It contains reference information and checklist procedures for reporting and responding to an emergency.

The safety of tenants is our highest management priority. With this in mind, we are providing you with instructions on emergency procedures. **Please take a moment to review the following instructions so you will react quickly and appropriately in an emergency situation.**

This manual provides guidelines in establishing office emergency procedures. It does not and cannot cover all situations, nor does following the procedures in this manual assure or guarantee the safety of persons or property in the event of an emergency. This manual is solely for informational purposes and shall in no way extend the Landlord's obligations or liability beyond Landlord's obligation as defined under individual leases and applicable law.

These emergency procedures involve the participation of all Building and Tenant employees. Their purpose is to maintain a continuous state of readiness and ensure the safety of all occupants, clients and visitors against the harmful consequences associated with fire, bomb threats and other life-threatening situations.

It is important that all tenants and their employees be prepared for emergencies by becoming familiar with the emergency procedures outlined in this plan.

Any questions, comments, or requests for additional information regarding this manual should be directed to the Office of the Building (Suite 1075) at (312) 726-0711.

***REMEMBER: Being prepared and staying calm are the two most helpful aids to coping effectively during an emergency.***

# 20 SOUTH CLARK STREET

## EMERGENCY EVACUATION PLAN

The purpose of these guidelines is to outline the procedures for a coordinated, systematic, safe and orderly evacuation of 20 SOUTH CLARK in the event of an emergency. An orderly evacuation will depend on an organized group of people, the execution of whose assigned duties will successfully eliminate confusion and panic in an emergency.

These guidelines, therefore, should be thoroughly studied and periodically reviewed by all concerned.

**Each tenant office has been supplied with the following for Emergency Situations:**

- **Red Hats** – to be work by Tenant Fire Warden(s) and members of the Tenant Evacuation Team for visual identification.
- **Emergency Whistles** – to be used by Tenant Fire Warden(s) and Tenant Evacuation Team to alert employees of emergency situation.
- **Glow Sticks** – supplied for all employees to aid rescue attempts by CFD personnel in an emergency situation where visibility have been impaired by smoke, dust, etc.

### **SECURITY AND EMERGENCY PROCEDURES:**

The Chicago Fire Department or Building Personnel will announce the nature of the emergency and the necessary actions over the Public Address System.

It is important to remain both calm and silent during all announcements on the Public Address System. Listen carefully and follow the evacuation instructions given.

The Chicago Fire Department recommends that in the event of a fire emergency, only eight (8) floors be evacuated: the floor (1) of the emergency, five (5) floors below the floor of the emergency, and two (2) floors above the floor of the emergency.

A partial evacuation eliminates unnecessary pedestrian traffic in a stairwell, which could interfere with emergency personnel efforts. A total building evacuation is necessary ONLY in the case of a serious fire or other emergency.

**CALM**

**Call 911**

**Alert Building Management**

**Listen for Instruction**

**Move to a safe location**

## IF YOU DISCOVER A FIRE OR EMERGENCY:

- If you or a company employee discovers a fire and/or emergency, **CALL 9 1 1**. Please state the **building address** clearly and the precise floor/location of the fire and/or emergency.

**The building address should be identified as 20 South Clark Street.** DO NOT identify the vanity address Two First National Plaza.

- **ALERT** the **Office of the Building or Building Security at 312-726-0711** to report the fire and/or emergency to make certain the situation is known, so that Building personnel can assist emergency response teams as necessary.

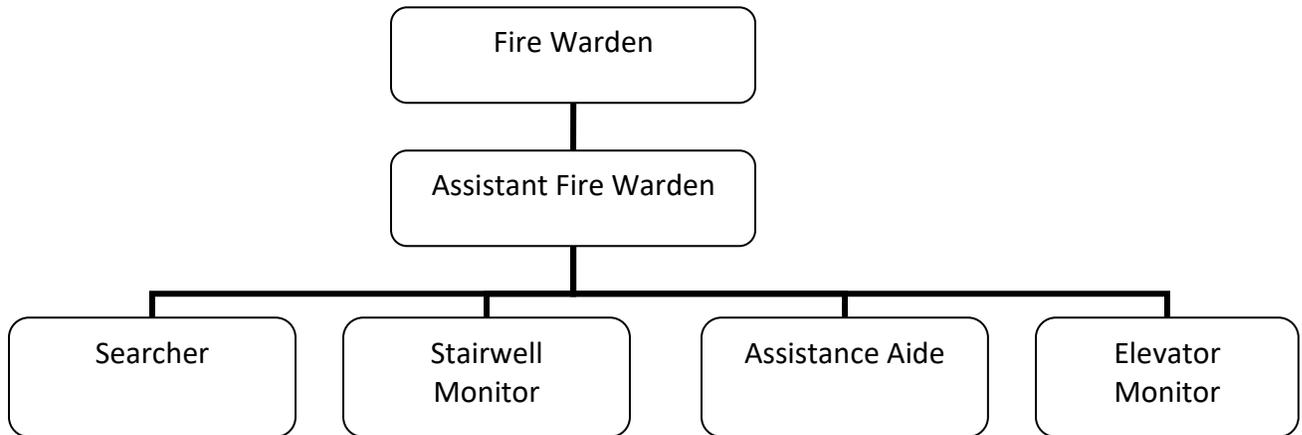
You should also alert your suite's Fire Warden at this time.

- If you are NOT in immediate danger, **LISTEN** for instructions over the building's annunciation system. You will be told whether to stay in place or move to another location.
- **If you are instructed to do so, or are in immediate danger, MOVE** to a safe location. Do not carry extraneous items with you. If you have a glow stick, whistle, or other life safety equipment and are able to safely access them, you should take them with you in case you encounter smoke in your path of egress.

### Tenants should self-evacuate only if:

- **You are in immediate danger. (Do you SEE fire or smoke?)**
- **You have been instructed to do so by the Chicago Fire Department or the building's Fire Safety Director.**
- **The building's structure has been compromised.**

**TENANT ORGANIZED EMERGENCY ORGANIZATION:**



**EVACUATION TEAM MEMBERS:**

An Evacuation Team is composed of Fire Warden, Assistant Fire Warden, Searcher, Elevator Monitor, Stairwell Monitor and Person (s) Needing Assistance Aide (“Assistance Aide”). Not all tenants will have someone dedicated to the above listed responsibilities. Prior to assigning a responsibility, it is the advice of Building Management to take into account how many employees work for your company and dedicate someone to the responsibilities you see fit for your evacuation needs. All members should have an RED HAT for easy identification & WHISTLE. If you need hats and whistles, please contact Building Management.

The Evacuation Plan designates an Emergency Evacuation Team (**EET**) to carry out their duties as required. The Emergency Evacuation Team is comprised of “members” of each individual tenant space. The team works together to ensure the entire floor is evacuated.

**RESPONSIBILITIES:**

1. Know the location of all exits leading from occupied areas.
2. Lead emergency evacuations and drills from occupied areas in accordance with the Emergency Plan as directed by Fire Warden.

**FIRE WARDEN:** The Evacuation Plan designates Fire Wardens in sufficient numbers to carry out their duties as required. Fire Wardens are supplied by the building tenants, in numbers proportionate to tenant size. You should also train an Alternate Fire Warden to cover in the event of vacation or illness.

**RESPONSIBILITIES:**

1. Know the locations of all exits leading from occupied areas and train the EET as prescribed under the Emergency Plan.

2. Direct emergency evacuations and drills from their assigned floor in accordance with the Emergency Plan.
3. Responsible for searching your tenant premises - may assign extra "Searchers" to assist.
4. Check to make sure that person(s) needing assistance are identified (voluntary) and are well guided in case of an emergency; 2 Assistance Aides are suggested.
5. Designate a "company" meeting place away from the building in case of a full building evacuation and conduct a headcount of all employees present.
6. Keep an employee list with emergency numbers in an easily accessible location.

**ASSISTANT FIRE WARDEN:** Is responsible for miscellaneous essential tasks as well as assuming Fire Warden's duties in her/his absence.

**SEARCHER:**

Under the supervision of the Fire Warden, Searchers ensure all persons have evacuated their designated tenant area, specifically from remote areas such as restrooms, storerooms, file rooms, coffee areas, conference rooms etc.

**RESPONSIBILITIES:**

1. Tour assigned area checking all rooms, specifically remote areas such as restrooms, storerooms, file rooms, coffee areas, and conference rooms – closing, but not locking all doors. If time permits, tag all closed doors with a yellow "post it" note below the door handle. A closed and tagged door indicates to the Fire Department that an area has been searched.
2. Advise all personnel in the occupied space of the emergency and insist on evacuation.
3. Searchers shall report the clearing of a given area/floor to their Fire Warden and/or Floor Area Leader. Report the name/location of any person who fails to evacuate or any disabled person who has not evacuated.

In addition, Searchers are responsible for fulfilling any duties specifically assigned by the Fire Warden during an emergency situation.

**ELEVATOR MONITOR:**

Under the supervision of the Fire Warden, Elevator Monitors are responsible for making sure nobody uses the elevators.

**RESPONSIBILITIES:**

1. Directs employees to the nearest stairwell, or the stairwell specified over the

- public address system.
2. Must be familiar with the building evacuation plan and location of all stairways.
  3. Stay at designated post until instructed to evacuate by the Fire Warden.

**STAIRWELL MONITOR:**

Under the direction of the Fire Warden, Stairwell Monitors are responsible for an assigned exit and assistance in the orderly evacuation of personnel.

**RESPONSIBILITIES:**

1. Listens to announcements over the Public Address System and directs people to the appropriate stairwell.
2. Takes a position at his/her assigned exit and assists in the orderly evacuation of personnel.
3. Inspects stairwells before the possible heat and smoke conditions before evacuation. (Feels the top part of the door with the back of his/her hand.)
4. Instructs personnel to form single file lines into the stairwell and directs personnel to exit along the right side of the stairwell.
5. Supervises and monitors evacuation flow while remaining calm and encouraging calmness and orderliness in evacuating personnel.

**“ASSISTANCE AIDE” (PERSON(S) NEEDING ASSISTANCE AIDE):**

Under the supervision of the Fire Warden, the Assistance Aide is responsible for making sure all physically disabled or mobility challenged personnel are evacuated.

**RESPONSIBILITIES:**

1. Maintains a confidential list of physically challenged employees on the floor, and identifies those employees to building management, so that they can inform emergency personnel as necessary. If possible, a “buddy system” should be implemented in which one or two Assistance Aides will be responsible for evacuating specific physically handicapped co-workers.
2. If Aides are unable to fully evacuate a person needing assistance, they should move him or her to a stairwell vestibule and notify emergency personnel of his/her location so a full evacuation can be made.

**NOTE: Cross-training should be provided for all emergency team members.**

**EMERGENCY CONTACT & EVACUATION FORM**

CURRENT DATE: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

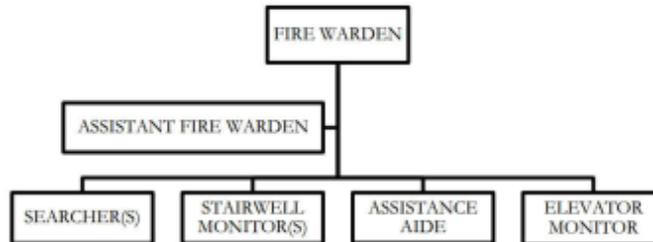
SUITE: \_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_

NUMBER OF PERSONS NEEDING ASSISTANCE: \_\_\_\_\_

**NOTE: YOU MUST SUPPLY THE OFFICE OF THE BUILDING WITH UPDATES AS THEY OCCUR.**

<b>EMERGENCY CONTACTS – PLEASE PRINT</b>		
<b>NAME</b>	<b>OFFICE PHONE</b>	<b>EMERGENCY PHONE (mobile and/or home)</b>



<b>EMERGENCY EVACUATION TEAM MEMBERS – PLEASE PRINT</b>		
<b>RESPONSIBILITY</b>	<b>NAME</b>	<b>OFFICE PHONE</b>
Fire Warden		
Asst Fire Warden		
Searcher		
Searcher		
Stairwell Monitor		
Stairwell Monitor		
Assistance Aide		
Elevator Monitor		

## ELEVATOR TEAM RESPONSIBILITIES

The following Tenants have designated employees as Elevator Monitors for Their Floors. Should the listed suite be vacant, responsibility for designating a floor's Elevator Monitor falls to the floor's next largest tenant.

LL	<b>Cleaning/Security Locker Rooms</b>	--
Lobby	<b>Security</b>	--
1 <sup>st</sup> Floor	<b>FedEx</b>	Retail
2 <sup>nd</sup> Floor	<b>Girl Scouts</b>	Suite 200
3 <sup>rd</sup> Floor	<b>Firemen's Annuity &amp; Benefit Fund</b>	Suite 300
4 <sup>th</sup> Floor	<b>Georges &amp; Synowiecki</b>	Suite 400
5 <sup>th</sup> Floor	<b>Hunken &amp; Ewing Financial Group</b>	Suite 510
6 <sup>th</sup> Floor	<b>Lempia Summerfield Katz, LLC</b>	Suite 600
7 <sup>th</sup> Floor	<b>Seidman, Margulis &amp; Fairman LLP</b>	Suite 700
8 <sup>th</sup> Floor	<b>ISBA Mutual Insurance</b>	Suite 800
9 <sup>th</sup> Floor	<b>Illinois State Bar Association</b>	Suite 900
10 <sup>th</sup> Floor	<b>DPT Doctors of Physical Therapy</b>	Suite 1020
11 <sup>th</sup> Floor	<b>Northwestern Medical Group</b>	Suite 1100
12 <sup>th</sup> & 13 <sup>th</sup> Floors	<b>Mechanical Floors</b>	--
14 <sup>th</sup> Floor	<b>Slate</b>	Suite 1400
15 <sup>th</sup> Floor	<b>Edelman, Combs, Lattuner &amp; Goodwin</b>	Suite 1500
16 <sup>th</sup> Floor	<b>Gaynor Law</b>	Suite 1620
17 <sup>th</sup> Floor	<b>Borkan &amp; Scahill</b>	Suite 1700
18 <sup>th</sup> Floor	<b>David Axelrod &amp; Associates</b>	Suite 1800
19 <sup>th</sup> Floor	<b>FLS Transportation</b>	Suite 1900
20 <sup>th</sup> Floor	<b>Neal &amp; Leroy</b>	Suite 2050
21 <sup>st</sup> Floor	<b>InfoReach</b>	Suite 2100
22 <sup>nd</sup> Floor	<b>Hurley McKenna Mertz</b>	Suite 2250
23 <sup>rd</sup> Floor	<b>MGMT 3D</b>	Suite 2305
24 <sup>th</sup> Floor	<b>Strategex, Inc.</b>	Suite 2400
25 <sup>th</sup> Floor	<b>Adler Murphy &amp; McQuillen</b>	Suite 2500
26 <sup>th</sup> Floor	<b>Rakuten</b>	Suite 2600
27 <sup>th</sup> Floor	<b>Rakuten</b>	Suite 2750
28 <sup>th</sup> Floor	<b>Semrad Law</b>	Suite 2800
29 <sup>th</sup> Floor	<b>Old Republic Title</b>	Suite 2900
30 <sup>th</sup> Floor	<b>M &amp; J Wilkow, Ltd.</b>	Suite 3000

## **NECESSARY ACTIONS IF YOU DISCOVER A FIRE**

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1. If you or a company employee discovers a fire and/or emergency, promptly call **9 1 1** . Please state the **building address** clearly and the precise floor/location of the fire and/or emergency.
2. If time permits, call the management office / lobby desk at 312-726-0711 reporting the precise location of the fire, its type and severity.
3. Without putting yourself at risk, rescue anyone in danger.
4. Alert your Fire Warden and follow his or her instructions.
5. If you can safely do so, isolate the fire by closing a door if possible.
6. Fire extinguishers are located on the east and west side of each corridor. Use the fire extinguisher only if you are familiar with proper procedures and can do so without endangering yourself or others. **DO NOT ATTEMPT TO USE FIRE HOSES.**
7. **EVACUATION:** If you are in immediate danger, please evacuate as calmly as possible.

The Chicago Fire Department or Building Personnel will announce the nature of the emergency and the necessary actions over the Public Address System. It is important to remain both calm and silent during all announcements on the Public Address System.

The Chicago Fire Department typically recommends that in the event of a fire emergency, only eight (8) floors be evacuated: the floor (1) of the emergency, five (5) floors above the floor of the emergency, and two (2) floors below the floor of the emergency.

A partial evacuation eliminates unnecessary pedestrian traffic in a stairwell, which could interfere with emergency personnel efforts. A total building evacuation is necessary **ONLY** in the case of a serious fire or other emergency.

8. People evacuating should immediately go to an Exit Stairwell. **DO NOT USE THE ELEVATORS!** Unless instructed otherwise, the normal route is to proceed to the Ground Level. Proceed outside the building to a pre-designated meeting place and make sure everyone is accounted for.

**Immediately notify Security, Firefighters, Building Management or Building Maintenance personnel of anyone not accounted for and/or the exact location of those who had to exit the stairwell before reaching Ground Level.**

All stairwell doors automatically unlock when a fire alarm is activated.

### **WHEN THE FIRE AND/OR EMERGENCY IS KNOWN:**

1. Chicago Fire Department or Building Personnel will announce the nature of the emergency and the necessary actions to take over the Public Address System. It is important to remain both calm and silent during all announcements on the Public Address System.
2. At this point, the Emergency Evacuation Team should prepare for possible evacuation. Listen carefully to instructions over the public address system. You may be instructed to use a particular stairwell, or to stay in place until further notice.
3. If directed to evacuate the floor, please walk calmly to the stairwells located at the **EAST AND WEST sides** of the building (located next to washrooms). **All stairwell doors automatically unlock when the Fire Alarm is activated.**

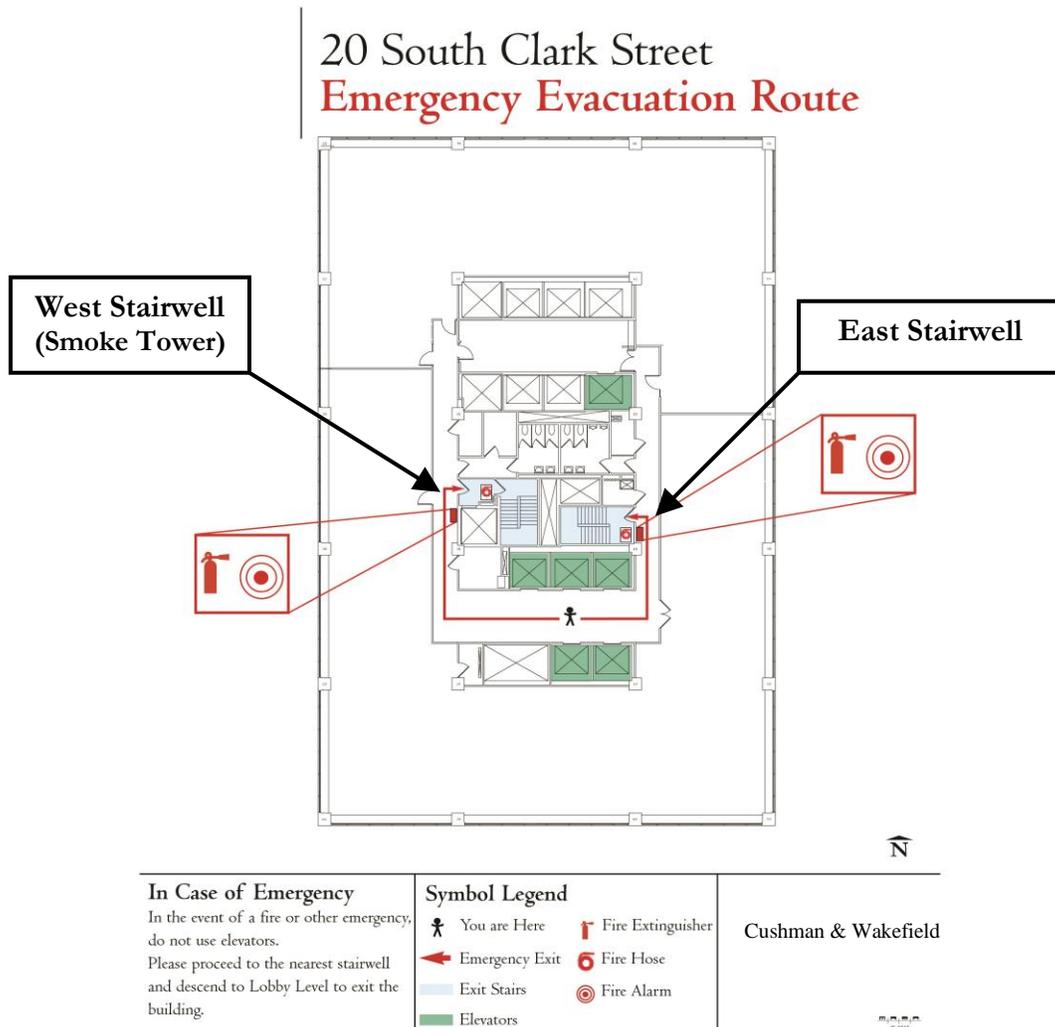
**NOTE:** During a full building evacuation, please STAY TO THE RIGHT OF THE STAIRWELL, proceed to the Ground Level and exit the building.

4. As each floor is evacuated, please make certain that the stairwell doors ARE CLOSED behind you to keep smoke out of the stairwells.
5. IF YOU ENCOUNTER LIGHT SMOKE, DO NOT STOP. Take short breaths through your nose, stay low, and crawl if necessary. There is less smoke at floor level.
6. IF THERE IS TOO MUCH SMOKE TO BREATHE, exit the stairwell and try to make your way across the floor to the other building stairwell.
7. If you cannot exit your office, seal off the cracks around your office doors, call 911 and alert them to your location, go to a window and signal for help. Do not attempt to break windows. Doing so risks substantial personal injury and may provide oxygen necessary to feed the fire.
8. If your company has a designated meeting place (no less than 300 feet from the building), go directly to that meeting place for an immediate head count. *\*\* If you are unaware of your designated meeting place, please see your designated company Fire Warden and Evacuation Team Members prior to an evacuation.*

### **PRIOR TO ENTERING THE STAIRWELL:**

Touch door for heat before opening. If the door is warm, **do not open.** Proceed to the nearest alternate stairwell. There are TWO (2) stairwells on each floor, located on the EAST AND WEST SIDE of each corridor next to washrooms. The stairwells in the building do not cross into one another. Each interior stairwell is labeled either EAST or WEST for easy location identification. If you descend the stairwell and find that IT IS SMOKE-FILLED, you will need to evacuate via the

stairwell located opposite to the one you are currently in. Please remember that **ALL STAIRWAY DOORS REMAIN UNLOCKED DURING AN EMERGENCY.**



**DURING AN EVACUATION IN THE STAIRWELL:**

1. Evacuating personnel are to stay on the **right side of the stairwell** to allow easy access to any Firefighters coming up the stairs to the location of the emergency.
2. Remove high heel shoes to avoid injury while descending the stairs.
3. Do not carry coffee cups or other objects that will prevent you from holding on to the handrail and descending swiftly and safely.
4. **Emergency Call Boxes** are located on every 5<sup>th</sup> stairwell floor (floors 5, 10, 15, 20, 25 and 30). If necessary, press the red button to talk to a security guard. **SPEAK LOUDLY AND**

CLEARLY. If the guard is unable to respond immediately, you will be connected with the City of Chicago 311 Call Center within 45 seconds.

**FULL EVACUATION:**

IF DIRECTED TO FULLY EVACUATE THE BUILDING, The Fire Safety Director, Tenant Fire Warden and/or Emergency Evacuation Team should direct all company employees to proceed down the stairwells to the Ground Floor and exit the building.

Employees should be directed to meet at a pre-determined meeting spot outside the building, not less than 300 feet away, where a head count should be conducted.

DO NOT congregate in the lobby, as this impedes emergency personnel.

**PARTIAL EVACUATION:**

IF DIRECTED TO PARTIALLY EVACUATE, The Fire Safety Director, Tenant Fire Warden and/or Emergency Evacuation Team should direct all company employees to the designated re-entry floor and direct all employees to “stand-by” along the corridor walls (in a single file line) if possible.

Please remember that silence is important to ensure that everyone can hear the instructions given by The Chicago Fire Department, Building Representative and/or the Fire Safety Director, Tenant Fire Warden and/or Emergency Evacuation Team. Await further instruction via the public address system.

**BUILDING MANAGEMENT & STAFF PROCEDURES:**

1. Building Management and Staff will assist with an orderly evacuation and report to the lobby security desk, where they will assist the Chicago Fire Department and emergency personnel.
2. In the event of any emergency, the Building Engineering Staff will turn off the ventilation system to avoid the spread of smoke and toxic gasses throughout the building.
3. The Chicago Fire Chief will be provided with the RED Tenant Information Book. This book has a detailed list of all tenants, space plans and personnel in need of special assistance.
4. The Building Engineering Staff will open the revolving doors and await the Chicago Fire Chief.

5. In the event that tenants cannot be contacted by the building's emergency speaker system or via telephone, members of the Office of the Building will use the stairways to notify tenants of the evacuation.

### **FIRE DRILL PROCEDURES:**

Per City of Chicago code, all Tenants are required to participate in one fire drill annually. Drills may be held more frequently. The purpose of these drills is to perform an actual evacuation, thus familiarizing the occupants with evacuation procedures and locations of building stairwells.

### **Drill Preparations:**

1. The Office of the Building will host a Fire Drill Seminar up to one week prior to the scheduled fire drill. Valuable information will be discussed concerning life safety issues at the building in preparation for the fire drill.
2. Individual tenant representatives (Fire Warden and/or Assistant Fire Warden) should inform all employees of emergency procedures and be familiar with the evacuation routes.

### **Drill Procedures:**

1. Drills typically begin at approximately 9:00 a.m. We usually begin on the 30<sup>th</sup> floor and proceed down through the building. The time needed to perform the drill on each floor is approximately ten (10) minutes.
2. Building Personnel will make the following evacuation calls to each floor:

**“Attention. This is a Fire Drill. All tenants should proceed to the nearest stairwell and exit at the \_\_\_\_\_ floor.”**

3. Fire Wardens and Building Management will sound off high-pitched oscillating whistles. **Three short whistles signify an evacuation alarm.**
4. Tenant's Fire Warden and Assistant Fire Warden should put the floor evacuation plan into action. Implement the “buddy system” by having all Assistance Aides assume their positions.
5. Occupants should leave the floor via the nearest stairwell and follow the evacuation plan. For the drill, occupants should follow the evacuation instructions given over the public address system to descend (usually two (2) floors below). Fire Department personnel will make a short evaluation speech. Once released by the Fire Department, tenants may return to their floors.

6. After the fire drill is concluded, the Office of the Building will meet with the tenant's office manager or person in authority to determine the overall effectiveness of this drill, if necessary.

## ABOUT THE BUILDING

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- 20 South Clark Street is fully sprinklered.
- Smoke detectors are located in electrical closets on each floor and mechanical areas throughout the building.
- 20 South Clark Street is fully equipped with Automatic Stairwell Door Releases, automatically unlocking all stairwell doors in the event of an emergency.
- Emergency Call Boxes are located inside the stairwell landings on every 5<sup>th</sup> level (5, 10, 15, 20, 25, 30). These call boxes are connected to Building Security located in the lobby and provide direct communications for the firemen, and for persons needing emergency assistance. If security does not respond within 45 seconds, calls are forwarded to the City of Chicago 311 center.
- This building is equipped with a SMOKE TOWER located adjacent to the WEST stairwell. The smoke tower is designed to pull smoke and gasses out of the building through a “chimney” at the center of the building. Because of this, the fire department may designate the west stairwell as the evacuation stairwell. ALWAYS LISTEN FOR INSTRUCTIONS.
- Emergency Fireman’s recall for elevators: In the event of a fire, all elevators will immediately be brought down to the ground floor. This prevents tenants from using the elevators and makes them available for emergency personnel.

### THE CORE AREA ON EACH FLOOR CONTAINS THESE EMERGENCY FACILITIES:

**Public Address System:** Operates through loudspeakers located within Tenant space, corridors, elevator lobbies, and other locations. Over this P/A System instructions are issued to building tenants. These may order a **standby** or an **evacuation** depending on the conditions. **Silence is of the utmost importance during all emergency conditions so that instructions can be fully understood.**

**Stairways:** Two (2) on each floor. They are located on the west and east sides of each floor and are clearly labeled. Since elevators will be grounded during all emergencies, the stairways are the *only* fire emergency exits. Unless it is absolutely necessary, do not attempt to reenter on a lower floor. Proceed all the way to the ground level and exit the building. The WEST stairwell exits into the alley. The EAST stairwell exits into the main lobby; please proceed out of the building.

### Stairwell doors will automatically release (OPEN) in the following situations:

- **Fire Alarm Activation:** If a fire alarm is activated, all the stairwell doors will automatically OPEN.
- **Smoke Detector Activation:** If a smoke detector is activated, all the stairwell doors will automatically OPEN.
- **Door Release Switch Activation:** If the Door Release switch at the Security Panel is activated, all the stairwell doors will automatically OPEN.

- **Power Loss:** If there is a power loss or interruption in the building, all the stairwell doors will automatically OPEN.

**Fire Hose Connections:** Provided in the east and west stairwell on each floor. They are for the Chicago Fire Department's (CFD) use only.

**Fire Extinguishers:** Located within each corridor at two (2) locations, adjacent to the stairwells, and on mechanical floors.

**Smoke Tower:** The smoke tower located adjacent to the west stairwell works this way: located in the vestibule between the corridor and the stairwell there are sensors which detect HEAT. When a sensor detects heat, it triggers a damper in the vestibule to open to the outdoors, thus allowing smoke and gasses to escape out of the building through a "chimney" effect. By drawing the smoke out of the building through dampers, less smoke is likely to enter the stairwell.

**The Chicago Fire Department may therefore designate the west stairwell as the Evacuation Stairwell. Always listen carefully to announcements over the Public Address System.**

## **PERSONAL RESPONSIBILITIES OF EACH EMPLOYEE**

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**All employees in the building, for their safety and the safety of all others, should:**

1. Know your Floor Wardens, and in case of an emergency, calmly and efficiently follow their instructions.
2. Become knowledgeable of proper procedures to follow in case of a fire or other emergency and the proper procedure for reporting a fire.
3. Know the location of ALL Emergency Exits on your floor.
4. Know the locations of Fire Extinguishers on your floor.
5. Report fire hazards to your supervisor and Floor Warden so that they may inform Building Management.
6. Be sure to turn "OFF" equipment when not in use, specifically electrical appliances such as coffee makers.
7. DO NOT prop open stairwell doors or elevator doors.
8. Do not block corridors or passageways with chairs, desks, inventory, etc., even for a short time.
9. Abide by Building Rules and Regulations. DO NOT BURN CANDLES, INCENSE OR OTHER FLAMMABLE PRODUCTS IN THE BUILDING. Please also follow No-Smoking Policies.
10. Be aware of persons in your area who may need assistance in an emergency. The Floor Wardens should know these persons. Be willing to assist them if necessary.
11. It must be remembered by all persons that complete cooperation of everyone concerned is very important. All people not having assigned jobs must:
  1. Remain Calm.
  2. When evacuating, use stairways only. DO NOT USE ELEVATORS.
  3. Once out of the endangered area, DO NOT ATTEMPT TO RE-ENTER.

## **MAJOR CAUSES OF FIRE IN A HIGH-RISE BUILDING AND ACTIONS YOU CAN TAKE TO REDUCE RISK**

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Some of the major causes of fire in high-rise buildings are:

### A. Smoking/Flammables

#### **SMOKING IS NOT ALLOWED IN THE BUILDING AT 20 SOUTH CLARK!**

1. Do not empty ashtrays or throw cigarettes into waste receptacles containing flammable material or onto carpets in elevator or suite areas.
2. Do not smoke in any building common area or stairwell.
3. **Do not burn candles, incense, or other flammable products at any time.**

### B. Electrical Equipment

1. Do not use unauthorized electrical appliances including **personal space heaters**, fans, toasters, and hair care appliances.
2. The use of household extension cords is prohibited.
3. Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.
4. Be sure to turn "OFF" electrical appliances in kitchen areas, all computers, copying machines and other business machines should also be switched off at the end of each business day.
5. Unplug equipment not in use when possible.

### C. Spontaneous Combustion

1. Keep things that will burn away from heat producing equipment.
2. Avoid cluttering of paper supplies, files stored in unprotected filing shelves, trash.
3. Do not store cleaning chemicals in a warm, enclosed location that might promote spontaneous combustion.

Assign an individual in your work area with the responsibility of inspecting the work area at the end of each workday for safety hazards:

\* Trash should be safely placed for pickup.

- \* Unnecessary extension cords should be unplugged.
- \* All Electrical appliances should be turned off and, where possible, unplugged.
- \* Doors should be closed and locked.

## **EMERGENCY PROCEDURES FOR ELEVATOR MALFUNCTION**

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All elevator cabs have emergency alarm buttons connected to the lobby security station. If an elevator should malfunction:

1. Press the alarm button, which will immediately sound in the lobby. The security guard has an intercom system that will allow him/her to communicate with you.
2. Elevator numbers are shown on the upper panels to help identify which cab you are in.
3. The guard on duty will immediately assist you and/or call the building's elevator contractor and the Building Engineer for additional assistance.
4. Wait for elevator personnel to secure your safe release.
  - a. DO NOT attempt to force the doors open, even if they are already partially open.
  - b. DO NOT attempt to jump out of the elevator cab when doors are partially open.
  - c. DO NOT smoke in the elevator.

All elevator entrapments are treated with the utmost speed and care. Most passengers are released within 10 – 20 minutes of their entrapment.

## **BIOLOGICAL OR CHEMICAL RELEASE**

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The following guidelines are provided by the American Red Cross:

In the event of an indoor or outdoor release of a chemical or biological agent, you will be informed of pertinent information as and when it is available and practical. You could be asked to do any of a number of things including relocate to another floor, stay where you are and “shelter in place”, or evacuate the building.

If you should be instructed to “shelter in place,” your environment could become hot or cold, and possibly stuffy and uncomfortable in the event that air circulation might be shut off. Here are some steps that can make you and those around you more comfortable.

- A. **Keep an Emergency Supplies Kit Handy.** Following you will see the Personal Workplace Disaster Supplies Kit recommended by the American Red Cross. You may find this to be too much or too little based on your personal preferences. As Floor Wardens, we recommend that, at minimum, you keep the following:
  - 1. A good flashlight with fresh batteries;
  - 2. An up to date first aid kit;
  - 3. List of all employees including cell numbers and emergency contacts;
  - 4. A battery-operated radio;
  - 5. A pair of comfortable shoes; and,
  - 6. Bottled water.
  
- B. **Stay Calm and Keep Others Calm.** This type of situation could create a great deal of anxiety and there could be very little information available, so keeping people calm and as comfortable as possible is very important.
  
- C. **Listen for Updates, Instructions and Warnings.** Use your radio and listen for information on the building’s public address system.
  
- D. **Inform Security/Building Management of Any Emergencies.** Should anyone become injured, ill or require medical attention, follow the medical emergency procedure by first contacting 911, then contact Security/Building Management at (312) 726-0711.

## **Personal Workplace Disaster Supplies Kit**

*For the workplace, where you might be confined for several hours, or perhaps overnight, the following supplies are recommended. More information is at:  
<http://www.redcross.org/services/disaster/beprepared>*



***Together, we can save a life***

### **Flashlight with extra batteries**

Use the flashlight to find your way if necessary. Do not use candles or any other open flame for emergency lighting.

### **Battery-powered radio**

News about the emergency may change rapidly as events unfold. You also will be concerned about family and friends in the area. Radio reports will give information about the areas most affected.

### **Food**

Enough non-perishable food to sustain you for at least one day (three meals), is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:

- Ready-to-eat canned meals, meats, fruits, and vegetables.
- Canned juices.
- High-energy foods (granola bars, energy bars, etc.).

### **Water**

Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst. Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.

### **Medications**

Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least three-day's supply of these medications at your workplace. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns.

### **First Aid Supplies**

If your employer does not provide first aid supplies, have the following essentials:

- (20) adhesive bandages, various sizes
- (1) 5" x 9" sterile dressing
- (1) conforming roller gauze bandage
- (2) triangular bandages
- (2) 3 x 3 sterile gauze pads
- (2) 4 x 4 sterile gauze pads

- (1) roll 3" cohesive bandage
  - (2) germicidal hand wipes or waterless alcohol-based hand sanitizer
  - (6) antiseptic wipes
  - (2) pair large medical grade non-latex gloves
- Adhesive tape, 2" width.

## **BOMB THREAT PROCEDURES**

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All bomb threats should be considered dangerous and should be taken seriously. An evacuation will be ordered only if threat assessment information points to a high probability that the threat is real or if a suspicious package is located during the search.

### **What to do in case of a telephone threat:**

- 1) **Remain calm.** Take the caller seriously.
- 2) **Follow the Bomb Threat Checklist** (following page) or telephone card.
- 3) **Write down every word spoken.**
  - a) Ask the caller to repeat specifics, such as bomb location and detonation time.
    - i) Ask this information if the caller does not automatically provide it.
- 4) **Keep the caller on the line as long as possible.**
  - a) Ask the caller why he or she has planted a device.
  - b) Inform the caller that the building is fully occupied, and that hundreds of innocent people could be injured if the device is detonated.
- 5) **Listen closely to the background sounds.**
  - a) Try to identify particular noises that would help pinpoint the location of the caller.
    - i) Is there music?
    - ii) Does the call sound like it is being made from an outside phone booth?
    - iii) Do you hear cars, trains, or other vehicles?
- 6) **Note the caller's verbal mannerisms.**
  - a) Do you hear an accent or speech impediment?
  - b) Does the caller use certain colloquial expressions?
- 7) **After a threat is received, call 911.**
- 8) Once Emergency Personnel have been notified, **call the Office of the Building at (312) 726-0711.**

### **What to do in case of a written threat:**

- 1) **Save all materials**, including the envelope or package wrappings.
- 2) Once a Threat is realized, **do not move the letter or package**, as moving an explosive device could trigger detonation.
- 3) **Do not use cell phones or radios** near the device, as these may also trigger a detonation.
- 4) **All written threats should be presented to your immediate supervisor.**
- 5) **Call 911.**
- 6) Your office manager, or a person in authority, will then **advise the Office of the Building** at (312) 726-0711, and appropriate action will be taken.

## **BOMB THREAT CHECKLIST**

Exact Time of Call: \_\_\_\_\_

Exact Wording of Caller: \_\_\_\_\_

### **Questions to Ask:**

When is the bomb going to explode? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

### **Caller's Voice** (Circle all that apply.)

Disguised	Normal	Slurred	Slow	Broken	Stressed	Calm
Squeaky	Nasal	Stutter	Loud	Crying	Angry	Sincere
Deep	Lisp	Accent	Soft	Giggling	Rapid	Excited

If the voice is familiar, who does it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Phone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

- ✓ **Report call immediately to Office Manager:** \_\_\_\_\_
- ✓ **Call Police Department: 911**
- ✓ **Call Office of the Building: (312) 726-0711**