

55 E. Jackson Blvd. Emergency Procedures

EMERGENCY TELEPHONE NUMBERS:

Building Management Office	312.554.0100
Security Desk	312-554-0103
<i>Chicago Fire Department</i>	<i>911 (Non-emergency 312/744.6666)</i>
<i>Chicago Police Department</i>	<i>911 (Non-emergency 312/744.6000)</i>
<i>Paramedics</i>	<i>911</i>

EVACUATIONS AND THE EMERGENCY TEAM

General Information

Each tenant is obligated to follow the Emergency Preparedness and Evacuation Plan established by 55 E. Jackson. The Tenant shall provide responsible personnel to assist the Management Office and be responsible for controlling the movement of Tenant employees during an evacuation of the building.

The Emergency Preparedness Team

Property Management Team:

- Alerts building occupants of an emergency via building audio address system.
- Direct the Emergency Team via building audio address system to evacuate or relocate.
- Meets with Tenant Floor Leaders in the first floor lobby after evacuation or relocation to verify personnel count for all occupants.

Tenant Floor Leader:

- Remains in contact with the Property Management Team during the emergency.
- Assembles Tenant Emergency Team.
- Coordinates and ensures that team members are implementing the emergency procedures.
- Meets with all Emergency Team Members in the elevator lobby after responsibilities are accomplished to ensure that the floor is all clear.
- Reports to Property Management Team when the floor is clear and the count of all occupants has been verified.

Assistant Floor Leader:

- Assumes the duties of the floor leader in his/her absence.
- Assists the Floor Leader during an emergency.

Stairway and/or Elevator Monitors:

- Reports to the Tenant Floor Leader
- Two stairway monitors are to be stationed at each stairwell; one at the stairwell door, directing individuals to walk in a single file line, and the other at the first landing, directing individuals to walk on the right hand side of the stairwell only.
- Elevator monitors are stationed at the elevators, directing individuals to use the stairs

- during a fire evacuation and/ or maintaining order during an elevator evacuation.
- Meet with the Tenant Floor Leader in the elevator lobby when the stairwell is clear.

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Searchers:

- Reports to the Tenant Floor Leader.
- Searches assigned areas such as men's and women's restrooms, offices, conference rooms, and kitchens. Directs individuals remaining in these areas as instructed.
- Closes the doors of all rooms searched and places blank " post it " notepaper near bottom of door indicating no occupant in the room.
- Meets with the Tenant Floor Leader in the elevator lobby when the area is clear.

Assistants for the Environmentally Challenged:

- Reports to the Tenant Floor Leader.
- Assists all disabled individuals. Special attention must be given to people who have difficulty hearing, opening doors, or negotiating exit stairwells. This group also includes people confined to wheel chairs, who walk with the aid of a cane, crutch, artificial limb, temporary cast or walkers, or who have limiting physical conditions such as arthritis, rheumatism, excessive body weight, or pregnancy that prevents or impedes them from following emergency instructions.

Alternates:

- There should be one Alternate for each Searcher and each Stairwell/Elevator monitor.
- One Alternate should also be assigned to each disabled person to assist them from the floor.
- Alternates must be trained and be as reliable as the Searchers, Monitors, and Assistants for the Environmentally Challenged.

Cross training should be provided for all team members to enable them to share duties and avoid over-burdening a single individual during an emergency.

Tenant Responsibilities

Each tenant must establish an Emergency Team based on the positions described above.

The names of team members must be communicated to the Management Office. The Tenant Floor Leader serves as the contact point between the Management Office and the tenants on a specific floor. The Tenant Floor Leader is to ensure that every employee on their designated floor is aware of all emergency procedures, plans, and evacuation routes.

A list of your Emergency Team must be provided to the Management Office. You may use the *Emergency Tenant Floor Leaders List* (Exhibit 8). Management also encourages the distribution of this list to all employees.

Evacuation Drills

- The Property Manager conducts emergency evacuation drills, at least annually, in accordance with the approved plan.
- All occupants of the building are required to participate in the emergency evacuation drill. The occupants may be required to leave the building and assemble in an area designated by the Property Manager.
- A written record of the drills is kept on the premises and readily available for inspection by the Fire Department.

Special Instructions for Persons with Disabilities

Known Environmentally Challenged individuals must be identified and considered prior to any emergency evacuation. It is necessary for Tenant Floor Leaders to notify the Management Office of any Environmentally Challenged persons who may require special assistance during an evacuation. A list must be maintained by the Tenant Floor Leader, distributed to the Management Office and updated as necessary on *Persons with Disabilities* (Exhibit 9).

Person's not requiring or providing assistance will be evacuated first. The assisted persons can then be evacuated without being bumped or pushed down, thus speeding their evacuation and avoiding injury. If there is evidence of Fire, Environmentally Challenged persons should be positioned near the fire exit stairs located farthest away from the fire. If fire conditions pose a personal threat, the Assistants will enter into the exit stairwell accompanying the Environmentally Challenged person and wait for special assistance from the fire department. If danger is imminent and the fire department has not yet arrived, the Evacuation Team may assist in evacuating the Environmentally Challenged persons.

Emergency Evacuation Team Responsibilities

- Be familiar with the Emergency Preparedness and Evacuation Plan, the location of exits, and life safety equipment as well as the operation of emergency/life safety equipment.
- Organize, train, and supervise the Searchers, Stairway Monitors, Elevator Monitors, and Special Assistants.
- Direct the evacuation of occupants in the event of emergency.

NOTICE TO ALL TENANT FLOOR LEADERS: In order to make necessary provisions for alternates, it is your responsibility to monitor and organize any vacations, leaves of absence, transfers, or sickness of yourself and other team members.

FIRE

General Information

The building must be evacuated when a fire alarm signal is sounded. An effective evacuation depends on the orderly "phasing" of floor clearance, meaning that the emergency floor is evacuated first and immediately. The next floors to evacuate should be the two (2) floors above the emergency floor, followed by the five (5) floors below. The Property Management Team will be in charge of the evacuation until the Fire Department arrives.

Most fires within the building will be detected by the life safety systems which are monitored 24-hours a day. However, in the event fire is detected, contact the Fire Department at 911 immediately and then notify the Management Office. The Fire Department will be directed to the fire floor. Remember; always touch a door before opening it. If it is hot, do not open the door, as there is fire behind it. Close all doors behind you. Simply closing doors and minimizing drafts can contain most fires.

Life Safety System Alarm Activation

- The security desk will receive the alarm.
- An announcement over the building's audio address system will direct the Emergency Team into action and instruct personnel to relocate to another floor or evacuate from the building.
- The Fire Department will usually require eight floors to evacuate: the fire floor, two floors above and five floors below.
- The Emergency Team should report immediately to the main elevator lobby on their floor for direction from the Tenant Floor Leader.

The Evacuation Plan

Follow directions provided by the Property Management Team or the Local Authorities relocating or evacuating the building by using the stairwells. Building Floor Plans are attached.

Fire Emergency Team Responsibilities

- **Tenant Floor Leader** - assign each Emergency Team Member to a specific task as detailed below. Ensure that all individuals on the floor follow direction provided by the Management Office or the Fire Department. Report the status of your floor to the security desk after evacuation e.g., all clear, any Environmentally Challenged individuals remaining on floor landing waiting for rescue, status of search, etc.
- **Searchers** - one Searcher is to be appointed for each quadrant of the floor. After each

room is searched, doors must be closed and the door should be marked with a posted note indicating the completion of the search. Searchers must physically search all areas of their floor including restrooms. Upon completion, report the clearing of your area to the Tenant Floor Leader.

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- **Stairway/Elevator Monitors** - one person must be stationed at the elevators to restrict use during a fire emergency. Two persons must be stationed at each stairway, one to direct people into the stairway and the other stationed at the first landing below directing individuals to walk on the right side of the stairway. As each floor is evacuated and the last person evacuates the floor, the Stairway Monitors make sure all stairway doors are closed.

Persons not requiring or providing assistance will evacuate first. The Environmentally Challenged persons can then evacuate without being bumped or pushed down, thus speeding evacuation and avoiding injury. If there is evidence of fire, Environmentally Challenged persons should be positioned near the fire exit stairs located farthest away from the fire. If fire conditions pose a personal threat, the Special Assistants will enter into the exit stairwell accompanying the Environmentally Challenged person and wait for assistance from the Fire Department. If danger is imminent and the Fire Department has not yet arrived, the evacuation team may assist in evacuating the Environmentally Challenged persons.

When the "all clear" is announced, the Evacuation Team signals the Floor Team Leaders to direct employees in an orderly fashion back to their work places. If available, elevators will be back in service. The Emergency Team coordinates the loading of the elevator cars to prevent overcrowding. Full-floor groups should enter an elevator together.

Basic Steps For Fire Prevention

Listed below are nine (9) recommendations to help protect against a fire occurring in a tenant space. Each tenant should examine their space for any infractions. If requested, the Fire Safety Director is available to assist with the investigation.

1. Do not smoke indoors.
2. Be alert around electrical equipment.
3. Promptly replace any electrical cord that is cracked or has a broken connection.
4. When using extension cords, protect them from damage.
5. Keep all heat producing appliances away from the wall and any other object that might burn.
6. Make sure that all appliances in your work area, such as coffee makers and hot plates, are turned off at the end of each day.
7. Do not use space heaters. They are not permitted in the building.
8. Do your part to keep storage areas, stairway landings, freight vestibules, and other out of the way locations free of waste paper, empty cartons, dirty rags, or other material that could fuel a fire, or cause obstruction to access or egress.
9. Keep Security informed of any suspicious or unauthorized persons on your floor.

POWER FAILURE

In the event the building sustains a power failure, temporary emergency lighting is available on the floors and in the stairwells.

Procedure

- The Management Office will contact the electric company to attempt to find out the cause of the outage and the anticipated duration of the outage.
- Tenant Floor Leaders and the Emergency Team meet in the elevator lobby to determine if people are trapped in the elevators. If people are trapped, the Tenant Floor Leader should ascertain to the best of their knowledge if any injuries occurred. Notify Security or the Management Office immediately of the entrapment, location and status of the trapped individuals.
- The Elevator Monitor is requested to stay in contact with the trapped individuals until assistance arrives. Reassure them that assistance is on the way.
- If the power is not restored after 15 minutes, the Management Office will provide information and direction to the tenants through the building audio address system.
- If the electric company does not know how long the power will be out, or if power will be out for longer than one hour, the building may need to be totally evacuated.
- If total evacuation is necessary, it is conducted according to the Fire procedure. (For greater detail on the Fire procedure, refer to the Fire section of this guide).

FLOODING

Building Tenants should follow the instruction listed below in the event of a flood.

- The most important consideration is to eliminate, if possible, all sources of electricity from the flooded area. If the power switch is accessible and AWAY FROM THE WATER, switch it off.
- If possible, remove all documents and portable equipment from the premises or relocate it to a higher location. Close file drawers to limit damage.
- Evacuate the immediate area.
- The building's engineering department will turn off the water source and shut down the electrical power and gas supply as required. They will then activate flood-proofing measures.

MEDICAL EMERGENCIES

Time is extremely important in the case of a medical emergency. Management recommends that all Tenants keep a first-aid kit unlocked and fully stocked in their suite. It is the Tenant's responsibility to also make sure that employees are aware of its location. The Management Office requests that tenants provide a list of any office personnel who are trained in CPR. This list is extremely valuable and will be used by building management to locate trained individuals to assist in an emergency.

Procedure

- The person who discovers the emergency must call 911.
- Provide your name, your company name, the building address, suite number, phone number and the nature of the problem.
- Call the Management Office at 312.554.0100.
- The Management Office will direct the emergency personnel to the medical emergency. Security will call and hold an elevator in the lobby awaiting emergency personnel.
- It is crucial that the injured person is not moved. Try to keep the injured person comfortable without moving him/her.

TORNADOS / SEVERE WEATHER

The U.S. Weather Service reports the movement of severe weather that may present a threat to the metropolitan area. Tenants have the choice of evacuating or remaining in the building during a severe weather alert. If a tornado warning has been issued by the weather service, a tornado siren is sounded or the Management Office will notify you via the building audio system. If an early alert is given by the U.S. Weather Service, certain steps can be taken to prepare for the severe weather if the decision is to remain.

Tenant Responsibilities

Maintain the following inventory of emergency equipment to be used during severe weather:

- Flashlights and fresh batteries
- First aid kits to treat minor injuries
- Portable radios- to keeping abreast of severe weather conditions

If informed by the U.S. Weather Service that severe weather is imminent, you may follow the steps below:

- Clear desks, tables and window sills of books, papers or other items and secure them in boxes or drawers.
- Move easily-moveable furniture away from windows.
- Store all easily-moveable office equipment inside offices.

Tenant Floor Leaders

- Move occupants to the core areas of the building corridors and elevator lobbies.
- If your company decides to evacuate the building, notify the Property Manager of your intention to do so. The stairways are the only means of evacuation to be used during severe weather.
- Report to the Property Manager / lobby security officer / lobby monitor, etc. that your company has totally evacuated its space and the building.
- Notify the Property Manager of all, severe leaks, fires, and structural or other damage during or after the storm.

When the "all clear" is announced, the evacuation team signals the Floor Team Leaders to direct employees in an orderly fashion back to their work places.

EARTHQUAKES

In the event of an earthquake, do not attempt to leave the building. Until the initial tremors subside you are safer within the building. If evacuation is necessary, know the location of possible safe exterior refuge areas away from the building. Beware of falling glass and electrical lines.

General Information

It is recommended that you have the following items in your suite:

- A first-aid kit
- Transistor radio and flashlight with extra batteries
- Heavy gloves in case of broken glass
- Rubber soled shoes
- A 72-hour minimum supply of medication (for those employees on medication)
- One or two bottles of water per employee - rotate regularly

Have a plan for reuniting with your family and have an out-of-state contact person for family members to contact.

For more information on earthquake preparedness, contact the American Red Cross or your local Fire Department.

During an Earthquake

- Remain calm. Do not exit the building.
- Do not use elevators. If you are in an elevator, exit as soon as possible.
- Take cover under a desk or another sturdy object, or against the wall in the core of the building. Protect your head.
- DUCK, COVER and HOLD.
- Move away from the building exterior. Stay away from windows, bookcases, filing cabinets and any objects that may fall or shatter.
- Do not take cover in emergency stairwells.

After an Earthquake

- Check for injured and assist if possible. Do not move a seriously injured person unless, they are in immediate danger.
- Inspect your floor for damage. Check for fires. Check for water leaks and electrical shorts. If you suspect an electrical short, DO NOT use matches or cigarette lighters or turn on electrical switches or appliances. If you smell a strong odor, contact Management Office (312.554.0100) immediately.
- Open doors carefully. Watch for falling objects.

- Wear shoes for protection from debris and broken glass.

- Stay away from windows/ glassed areas.
 - Replace telephone receivers, in case the telephone system works. Use telephones for Emergency calls ONLY.
 - Listen to radio for emergency reports.
 - Do not spread rumors regarding the building condition, extent of damage and injuries. This may cause a panic.
 - Cooperate with the public safety officials.
 - Be prepared for aftershocks.
- Notify the Management Office or Security of any damage to the building.

BOMB THREATS

General Information

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate false alarms from genuine threats. Since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated, as little publicity as possible should be given to the incident.

Management and Security staff will endeavor to control unauthorized access to this facility. The success of the preventive strategy requires full cooperation from all tenants. All suspicious individuals or situations should be reported at once to the Management Office or Security at 312.554.0100.

Two-way radios may detonate some explosive devices. Once you are notified of a bomb threat, discontinue the use of all two-way radios immediately.

If you receive a bomb threat

- Remain calm and write down as much information from the caller as possible using *The Bomb Threat Checklist (Exhibit 10)*. Management recommends that a copy of Exhibit 9 be kept at each reception desk, office manager's desk and President's desk.
- Call 911 and report the threat to the local authorities.
- Call the Management Office and Security immediately.

Non-descriptive General Threat

If a non-descriptive general bomb threat is received, i.e., no description of bomb, no detonation time, no location, etc., the building will remain open. The decision to evacuate is then the responsibility of each individual tenant. The Management Office will contact each Floor Team Leader via telephone to ensure that each tenant is notified of the threat.

- Management Office notifies Tenant Floor Leader of the bomb threat.
- Each tenant will decide individually whether to evacuate the building or remain open for business.
- Whether you decide to evacuate the building or remain open for business, the Tenant Floor Leader may assemble the emergency team to commence a search of the leased space on your floor. The Management Team or Local Authorities will not be able to spot anything out of the ordinary because they are not familiar with your suite. Each tenant should prepare a Bomb Threat Search Plan and implement it when necessary.
- Search results, e.g., all clear or your findings, are to be reported to the Management Office.

Specific Threat

Total evacuation may be necessary when it is ordered by the Local Authorities, the threat is specific in nature, the call cannot be resolved as a hoax, or a suspicious object is located. If total evacuation is necessary, the Emergency Team will be called to action via the building audio address system and the Fire Evacuation Procedures will be implemented.

- An announcement over the buildings audio address system will direct the Emergency Team into action and instruct personnel to relocate or evacuate from the building.
- The Emergency Team should report immediately to the elevator lobby on their floor for direction from the Tenant Floor Leader.

Bomb Threat Emergency Team Responsibilities

- **Tenant Floor Leader** - assign each Emergency Team member to a specific task as detailed below. Ensure that all individuals on the floor follow direction provided by the Management Office or the Local Authorities. Report the status of your floor to the security desk after evacuation, e.g., all clear, any Environmentally Challenged individuals remaining on floor landing waiting for rescue, status of search, etc.
- **Searchers** - one Searcher is to be appointed for each quadrant of the floor. After each room is searched, doors must be closed and the door should be marked with a post-it note indicating the completion of the search. Searchers must physically search all areas of their floor including restrooms. Upon completion, report the clearing of your area to the Tenant Floor Leader.
- **Stairway/Elevator Monitors** - one person must be stationed at the elevators to restrict use during a fire emergency. Two persons must be stationed at each stairway, one to direct people into the stairway and the other stationed at the first landing below directing individuals to walk on the right side of the stairway. As each floor is evacuated and the last person evacuates the floor, the Stairway Monitors make sure all stairway doors are closed.
- **Assistants for the Environmentally Challenged** - immediately report to your assigned person and assist that person to the stairway exit.

When the "all clear" is announced, the Evacuation Team signals the Floor Team Leaders to direct employees in an orderly fashion back to their work places. If available, elevators will be back in service. The Emergency Team coordinates the loading of the elevator cars to prevent overcrowding. Full-floor groups should enter an elevator together.

Preventative Measures

- Conduct regular inspections in every suite for suspicious objects. Neat offices that are free from debris and boxes can make a foreign object easier to detect.
- Encourage all employees to report any suspicious persons wandering about the offices, corridors and restrooms to the Management Office.
- Monitor all delivery people and repairmen working in your office. Do not leave your office unattended and unlocked for any reason. All drawers, cabinets, compartments or closets fitted with locks should be kept locked.
- Encourage all employees to comply with the building security access control measures.

