

# EMERGENCY PREPAREDNESS PROGRAM

PREPARED FOR THE TENANTS OF  
10 SOUTH LASALLE STREET

Developed by  **TITAN**  
SECURITY GROUP



10  
SL  
10 SOUTH LASALLE



THE FEIL ORGANIZATION

# EMERGENCY PREPAREDNESS PROGRAM OVERVIEW

The purpose of this presentation is to provide an overview of the emergency preparedness program at 10 South LaSalle Street. The life safety program is designed to educate and assist in the safety and safe evacuation of all occupants. This plan will focus on:

1. 10 South LaSalle Street “Building Systems”
2. Documentation & Communications
3. Plan Implementation & Training

This plan will provide the following:

- Introduce the components of the building’s fire life safety systems.
- Provide documentation and communication to assist in the tenant’s development and implementation of the plan.
- Execute the plan for the proper response and safe evacuation in an emergency.

*10 South LaSalle Street Emergency Preparedness Program is subject to modification. Ownership and building management reserve the right to make changes to policies and/or procedures.*



# BUILDING EMERGENCY SYSTEM FEATURES



Fire Panel



Sprinkler System



Speakers & Strobes



Fire Extinguishers



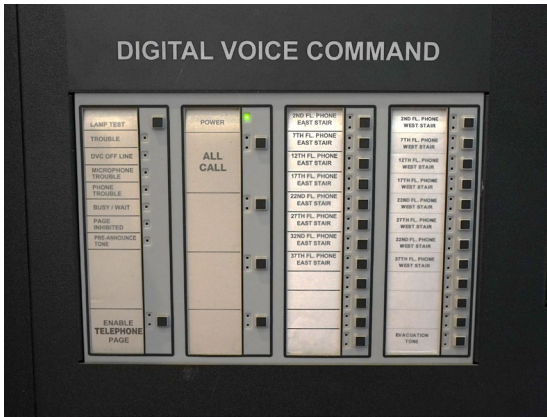
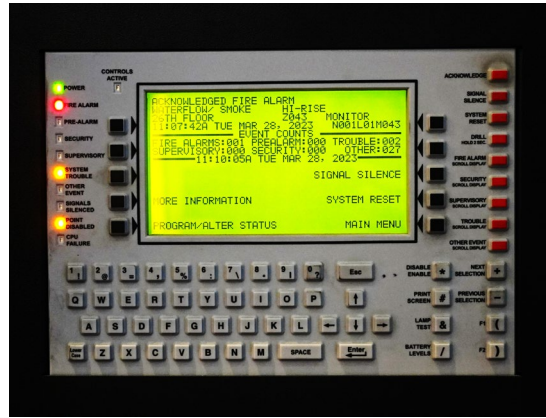
Stairwells



Stairwell Phones



Emergency Signage



# FIRE PANEL

10 South LaSalle Street is equipped with a fire panel which is the brain of the Fire Life Safety (FLS) system.

The fire panel monitors all points in the building which include, but is not limited to:

- Speaker/Strobes
- Water Flow Devices

# SPRINKLER SYSTEM

10 South LaSalle Street is a fully sprinklered building.

- The sprinkler system will be activated if a fire heats the sprinkler head to its designated temperature of 135-165 Fahrenheit.
- The sprinkler head will release, and water will extinguish the fire.
- A sprinkler inspection is completed on an annual basis.



Close-Up of Sprinkler  
Head

# SPEAKERS & STROBES

Speaker strobes are located throughout the building.

Speaker strobes are an audible and visible alert for use in emergency situations.

The speaker is used by the Fire Department and/or building personnel to provide direction in the event of an emergency.



Click to view example of  
speaker & strobe  
emergency alert

# FIRE EXTINGUISHERS

Fire extinguishers are placed throughout the building including both stairwells.

To use the fire extinguisher, remember: **PASS** (pull, aim, squeeze and sweep) to operate.

To operate an extinguisher:



They are checked on a monthly basis and inspected annually.



# STAIRWELLS

10 South LaSalle Street has two stairwells and are designated as **EAST** and **WEST**.

The stairwell is the main egress in the event of an emergency.

**DO NOT USE ELEVATORS!**

Signage in the stairwell indicates which side you are located (E or W).

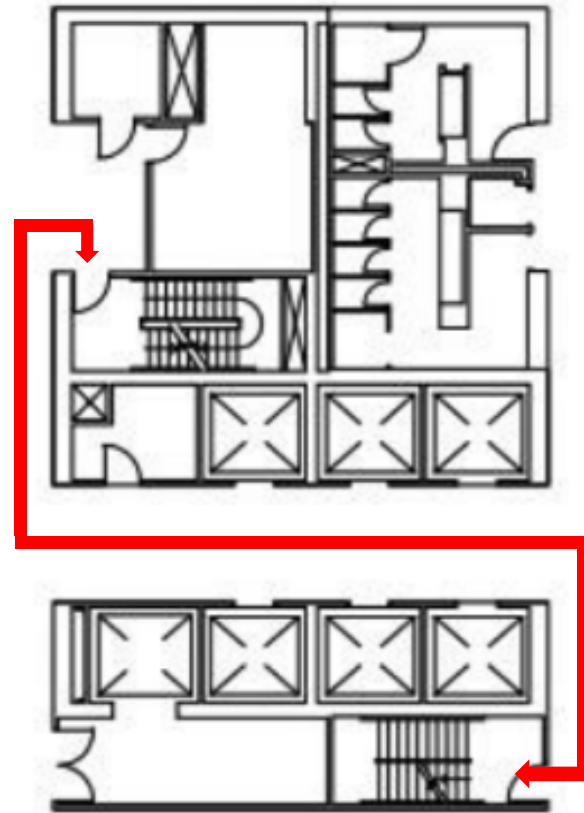




# Floors 24 - 38

Floors 24 through 38 have access to the West stairwell that has exit access through the main lobby, and the East stairwell which takes you to the transfer point on Floor 23.

These two evacuation routes are connected via a hallway towards the central portion of each floor.



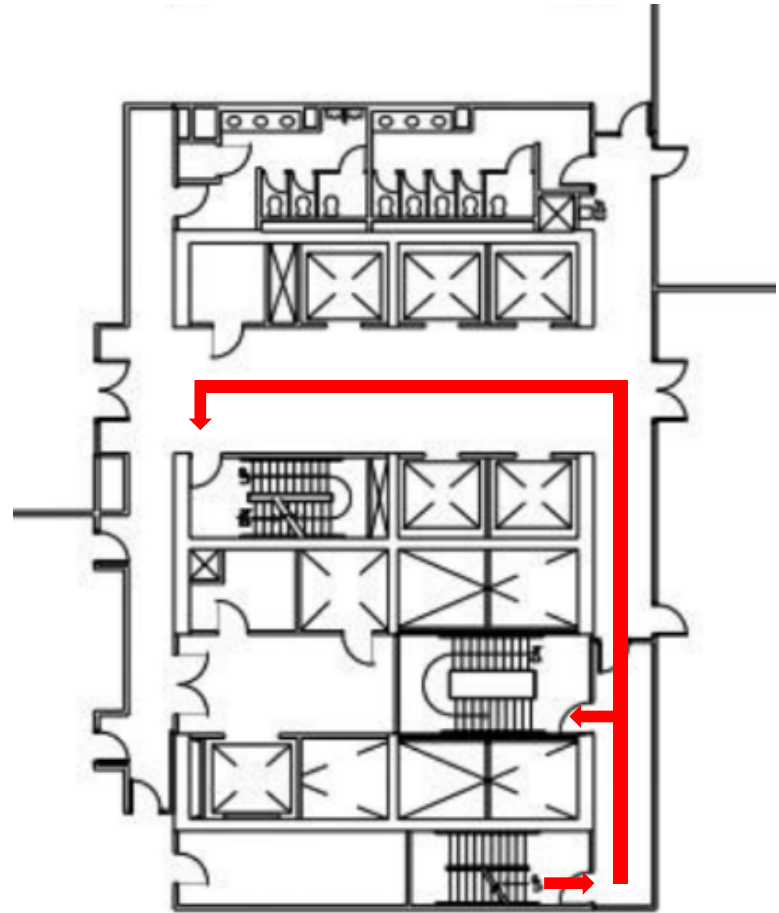
Example Floorplan & Evacuation Routes

# Floor 23

Floor 23 features a transfer point for the East stairwell, connecting the stairwell from Floors 24-38 to floors 23 down to the main lobby.

For a visual aid of this connecting hallway and staircase, please click the button below.

**Floor 23 Transfer Point  
Visual Aid**

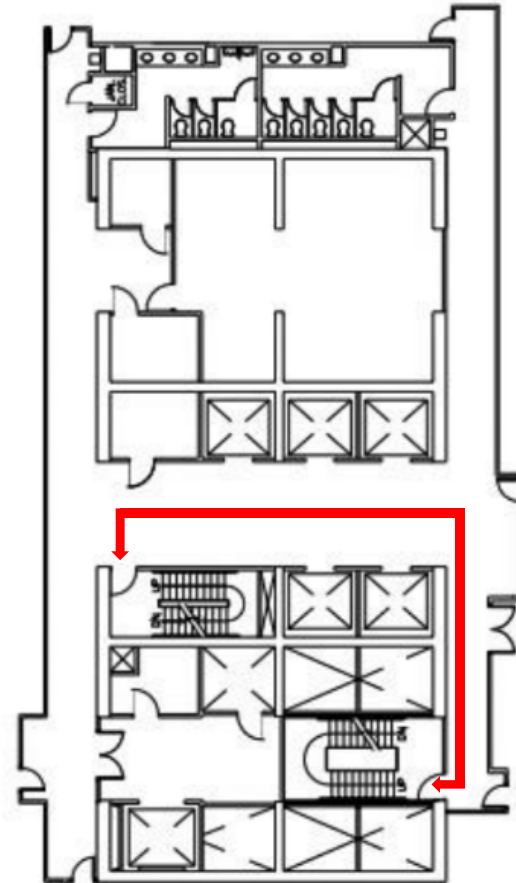


Example Floorplan & Evacuation Routes

# Floors 14 - 22

Floors 14 through 22 have access to both the East and West stairwells.

The pathway connecting these two exit routes can be accessed via the hallway towards the central portion of each floor.

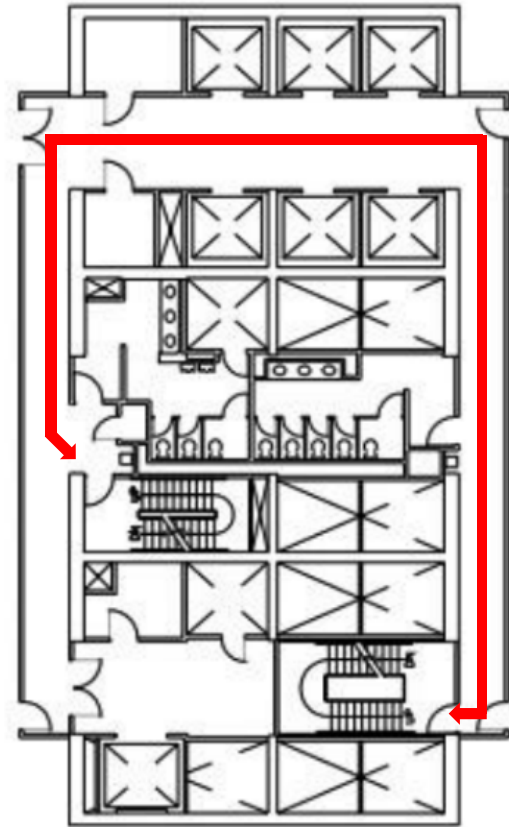


Example Floorplan & Evacuation Routes

# Floors 3 - 13

Floors 3 through 13 have access to both the East and West stairwells.

The pathway connecting these two exit routes can be accessed via the hallway towards the northern portion of each floor.

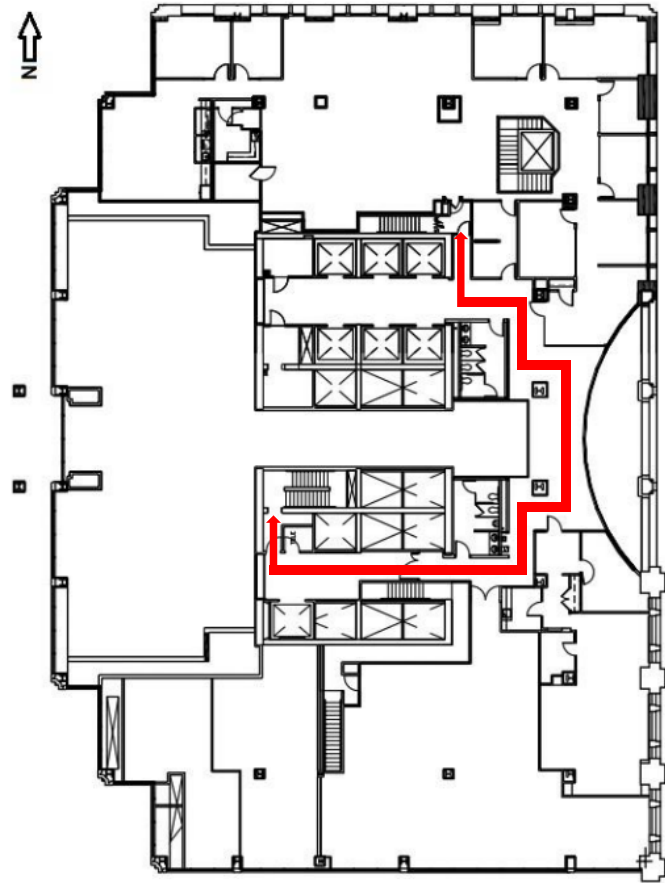


Example Floorplan & Evacuation Routes

# Floor 2

Floor 2 has access to the West stairwell and an adjacent stairwell connecting Floor 2 to the Main Lobby.

Each of these stairwells lead to exit routes through the Main Lobby.



Example Floorplan & Evacuation Routes

# Floor 1 – Main Lobby

The main lobby contains multiple exit routes out of the building.

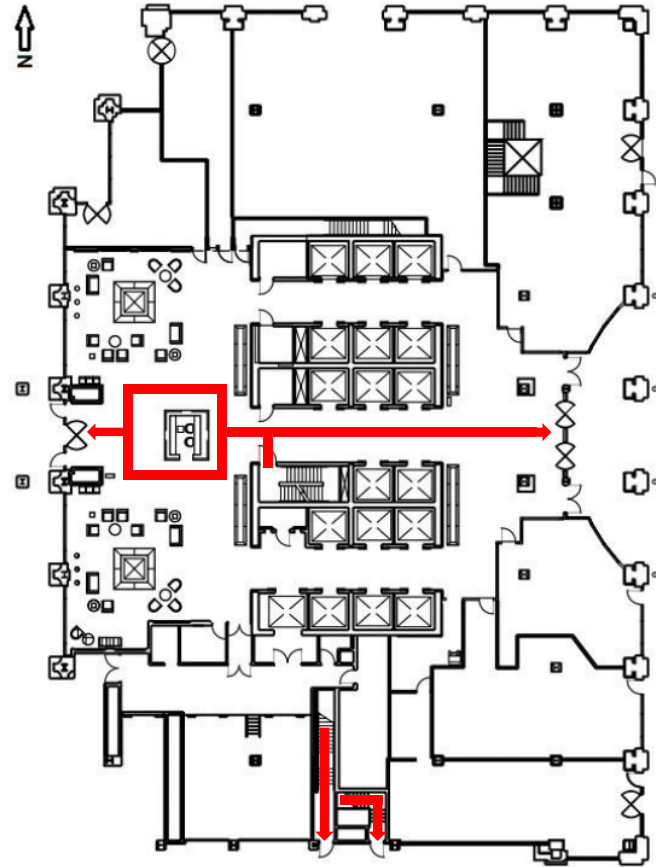
The West stairwell exits into the main lobby located near the elevator bank for Floors 14 through 23.

**West Stairwell: Exit to LaSalle St.  
Visual Aid**

**West Stairwell: Exit to Madison St.  
Visual Aid**

The East stairwell leads to exits located on the South side of the building.

**East Stairwell: Exit to Alleyway  
Visual Aid**



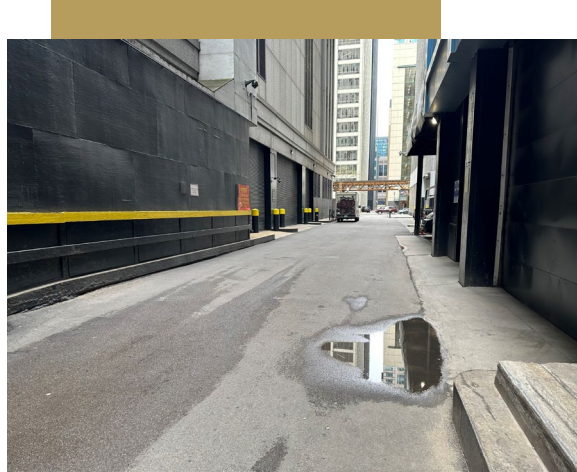
Example Floorplan & Evacuation Routes

# East Stairwell Exits

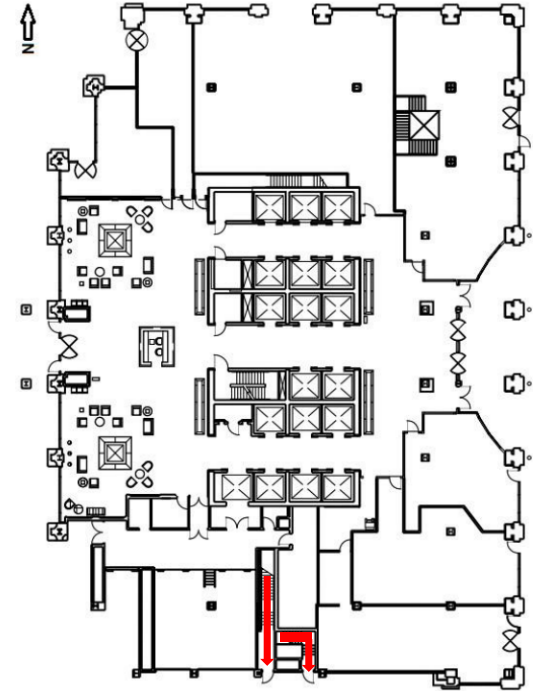
Two exit doors lead to the alleyway on Arcade Place.



Exit and turn left out of East Stairwell to South LaSalle Street



Exit and turn right out of East Stairwell to South Wells Street

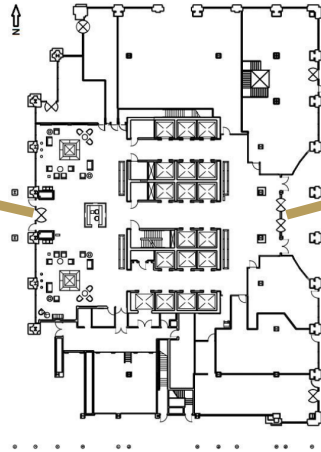


Example Floorplan & Evacuation Routes

# Main Lobby Visual Aids



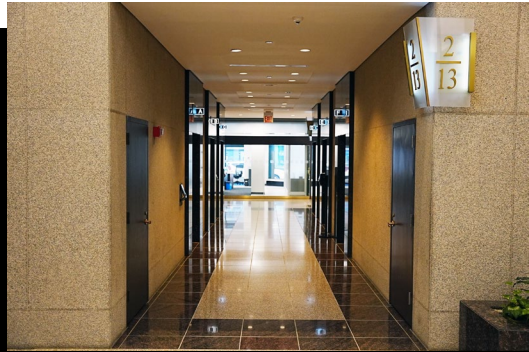
Madison St Exit



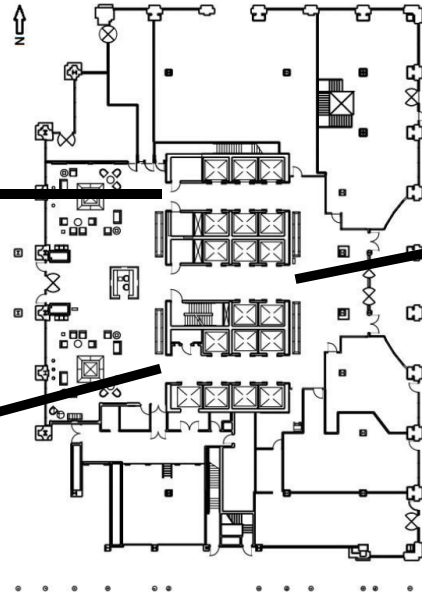
LaSalle St Exit



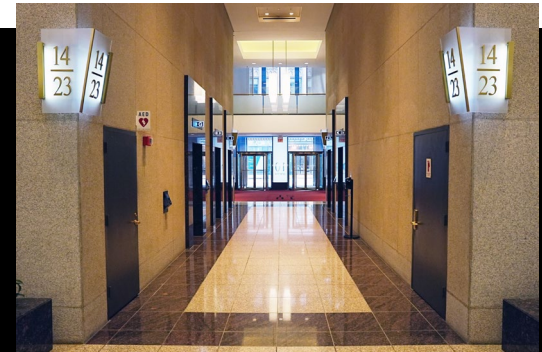
# Main Lobby Visual Aids



Elevator Bank – Floors 2-13

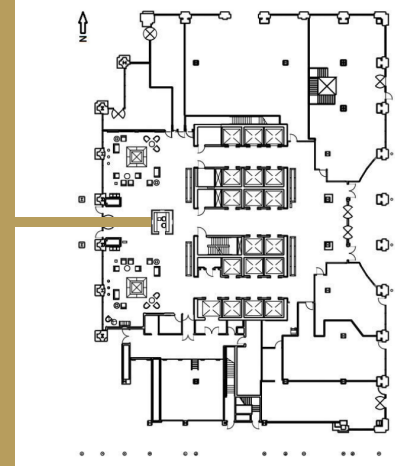


Elevator Bank – Floors 24-37



Elevator Bank – Floors 14-23

# Main Lobby Visual Aids



Security Desk

# STAIRWELL PHONES

10 South LaSalle Street is equipped with emergency telephones in each stairwell.

- The emergency telephones are located on floors 5, 7, 12, 17, 22, 27, 32, and 37.
- The stairwell phone connects to the speaker and microphone at the fire panel.
- When the phone sounds at the fire panel, the Fire Department, when on site, will respond.



# EMERGENCY SIGNAGE

In order to ensure a safe and orderly environment, signage is placed throughout the building.

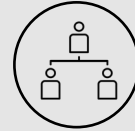


# DOCUMENTATION & COMMUNICATION



## Emergency Manual

An overview of the steps taken in various types of emergencies that may occur at 10 South LaSalle Street.



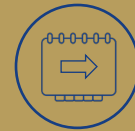
## Tenant Life Safety Team

The tenant's designated team to support their colleagues in the event of an emergency. This includes filling out the team roster form.



## Single Page Evacuation Summary

Single page document outlining the emergency procedures of the 10 South LaSalle Street building.



## Tenant Emergency Procedures Flipbook

Detailed steps to follow in the event of various types of emergencies.

# EMERGENCY MANUAL

The Emergency Manual has been developed by 10 South LaSalle Street; and is an overview of the steps to take in various types of emergencies.

[Click to view the 10 South LaSalle  
Emergency Manual](#)

**SECTION 1: FIRE LIFE SAFETY SYSTEMS****BUILDING LIFE- SAFETY FEATURES**

10 South LaSalle Street is equipped with state-of-the-art fire safety equipment and alarms that meet with the City of Chicago high-rise building code. The building is fully sprinkled and is protected from fire destruction. The building's computerized fire life safety alarm notification system is monitored 24-hours per day, 7-days per week by an outside service provider.

**EMERGENCY PROCEDURES**

The ownership and management of 10 South LaSalle Street makes Fire and Life Safety a priority. Our objective is to provide all building occupants with a safe and comfortable working environment. An Emergency Procedures Manual has been developed. Please take the time to familiarize your entire staff with these procedures.

If you have any questions regarding these procedures and/or any of the Fire and Life safety Systems in place at 10 South LaSalle Street, please contact the Management Office, (312) 419-3100.

**BUILDING EMERGENCIES**

In any emergency, DO NOT use the elevators. Evacuation routes are posted in every elevator lobby as wayfinding to the nearest stairwell.

Fire drills and fire safety training/prevention are scheduled annually. Tenants are responsible for developing and maintaining their own fire safety teams. It is important for tenants to keep their Emergency Plan current and to inform all employees of the plan. Please refer to the Emergency Procedures Manual for further building fire life safety systems and procedures.

Should you require assistance with an Emergency Plan, please contact the Management Office, (312) 419-3100.

## SECTION 2: FIRE AND LIFE SAFETY PLAN

### INTRODUCTION

10 South LaSalle has developed a Fire and Life Safety Manual for use in the event of a building emergency. This manual provides an outline of procedures to follow for fire/smoke, bomb threats, mechanical emergencies, and natural disasters. Semi-annual fire safety services and fire drills are held to familiarize individuals with these procedures.

### TEAM ORGANIZATION

It is the responsibility of the tenant to familiarize oneself with these emergency procedures.

There are any number of potential disasters that could affect a property, and resuming business operations is important, but protecting lives must always come first. Paramount in emergency planning is to ensure that all plausible emergency types are considered in the planning process. Success in dealing with disasters is contingent upon the following:

- **Planning** – Identifying both natural and person-made disasters that could affect the property and developing measures on how to respond to potential emergencies.
- **Coordinating** – Incorporating support from local government, civic agencies and contractors that would be available to help both during and after the disaster.
- **Training** – Developing a training program for emergency management team members to ensure they know their responsibilities in dealing with a disaster.
- **Updating** – Periodically updating the plan as situations at or around the property change.
- **Executing** – When a disaster occurs, putting the emergency plan into action, realizing that as the situation develops, adjustments may be necessary.

### EXISTING PROGRAMS, SYSTEMS AND EQUIPMENT

10 South LaSalle Street is equipped with modern fire/smoke detecting equipment. The fire life safety systems consist of smoke alarms, sprinkler heads and speakers throughout the entire building.

The fire life safety system is monitored 24-hours per day by an off-site monitoring station and procedures are in place to notify authorities in the event of an emergency.

10 South LaSalle Street contains numerous safety features including the following:

- **Fire Alarm Signal** – If a fire emergency occurs in the building, the horns will sound, giving off short whoops throughout the building and a pre-recorded message will be heard.
- **Emergency Exits** – The building has two interior stairwells, (the East Stairwell and the West Stairwell) and are incorporated into the building's center core design.
- **Electronic Door Release** – In the event of an alarm, the electronic doors and stairwell doors will automatically release and allow for evacuation from the building. There is an additional manual override switch for all stairwell locks at the fire panel.
- **Smoke Detectors** – Smoke detectors are located throughout the building. Activation of any smoke detector will activate the audible and visual alarm. Activation of the elevator lobby smoke detectors will recall all elevators in the building and return them all directly to the Lobby Level.



If you detect a fire, see, or smell smoke:

- Call 911 and give them the building name and address, 10 South LaSalle Street.
- Notify your Floor Warden and, or Assistant Floor Warden, who will then call Building Security and/or Building Management.
- Report the emergency calmly giving the exact location and available details.
- Evacuate if your life is in danger, otherwise stand by for emergency instructions from authorized building personnel and/or the City of Chicago Emergency Management over the fire alarm speaker system.
- If evacuation is necessary, proceed to your nearest emergency exit. Remember sometimes you will be safe where you are. Remain calm and exit only if necessary and/or directed to do so.
- Remain calm. Listen for instructions over the fire alarm communication system.
- Close door(s) behind you, but do not lock them.
- Take essential belongings with you, keep your hands free.
- Follow instructions from your Floor Warden. You may be asked to inspect the area to assist others.
- Do not use the elevators. Elevators will return to the Lobby Level to await first responders; they will not respond to calls once an emergency signal is received.
- Feel doors for heat before opening. Do not open any doors that feel hot.
- If you are disabled, await help from your designated aide and/or wait near the exit stairwell doors.
- If you are trapped, keep door(s) shut and seal the cracks under the door with a cloth. Call 911 and report your location.
- Proceed down the stairwell to a re-entry location level at least 5 floors below the fire.
- Keep to the right on the stairs to avoid firefighters who may be coming up the stairs on the left.

Important Tips:

- Do not use the elevators to evacuate.
- As you leave, close the door(s) behind you.
- Do not return for personal belongings.
- If smoke is present, air quality is best near the floor.

## **SPRINKLERS**

Sprinkler heads are in the ceilings throughout the entire building. The sprinkler system is always full of water and is activated when the heat responsive element releases at a temperature of approximately 165 degrees Fahrenheit. Each sprinkler head has the capability of delivering approximately 25 gallons of water per minute and operates independently to avoid damage to unaffected areas. Activation of a sprinkler head will activate the audible and visual fire alarms throughout the building. It will also generate an alarm to the monitoring station.

10 South LaSalle Street is also equipped with a dry system located on the dock.

## **FIREMAN'S TELEPHONES**

Fireman's telephones are in each stairwell landing on floors 5, 7, 12, 17, 22, 27, 32, 37. Fire phones ring directly to the fire panel and are for emergency use.

## FIRE EXTINGUISHERS

Fire extinguishers are located within each tenant space and are in all electrical rooms and elevator equipment rooms.

All fire extinguishers located throughout the building are ABC extinguishers and effective on all three (3) types of fires – ordinary combustible material, flammable liquid fires, and fire involving electrical equipment. In the event of a localized fire, an ABC fire extinguisher can be useful in extinguishing the flames.

An easy way to remember how to operate an extinguisher is the word PASS:

- P** – *Pull* the pin from the handle.
- A** – *Aim* the nozzle at the base of the fire.
- S** – *Squeeze* the handle to discharge the extinguishing agent.
- S** – *Sweep* from side to side.

**DO NOT ATTEMPT TO EXTINGUISH A FIRE IF YOU DO NOT FEEL CAPABLE.**

## ELEVATORS

Elevators penetrate all floors that they service. By creating this penetration per floor, a vertical shaft becomes established. As heat from a fire rises, (chimney effect) an induction is created in the elevator shaft. If a person enters an elevator that stops on a floor and the doors open, the fire will enter the shaft due to this induction and attempt to rise the shaft.

Elevators are operated by electricity and if the fire is electric in origin, the power may cut off potentially trapping one in an elevator. Induction would still occur, and the shaft would fill with smoke eventually penetrating and filling the cab as well. This is precisely why elevators should never be used as a means of exit during a fire emergency.

## ELEVATOR RECALL

In the event of an emergency, and upon alarm from the fire panel, each elevator automatically returns to the lobby. Doors will open and will remain inoperable until the emergency identified on the fire panel has been cleared and the fire panel restored.

## SAFE REFUGE AREAS

Safe Refuge Areas inside of the building provide a limit of protection. Any floor five (5) or more floors above or below the fire floor is usually deemed a Safe Refuge Area.

## OUTSIDE SAFE REFUGE AREA

It is important for occupants to proceed out of the way of incoming emergency personnel and to stay a minimum of 300 feet from the building. Tenant Floor Wardens will take a head count at each designated Safe Refuge Area and report back to Building Management.

## **ELECTRONIC DOOR RELEASE**

In the event of a fire, the electronic doors and all stairwell doors will automatically unlock (fail safe) and allow for evacuation of all building occupants from the building. Additionally, various life safety systems have been installed for assistance in an emergency. Life safety equipment and systems are tested as required by the State of Illinois. Below is a brief listing of these systems:

- Fire Command Center
- Emergency lighting throughout the entire building, including the stairwells
- Emergency generator supplying critical systems

## **BUILDING EMERGENCY RESPONSE TEAM**

Knowing how to respond quickly and efficiently during an emergency could mean the difference between life and death.

An effective emergency evacuation and subsequent response requires the coordination of many occupants in a building. The combined cooperation of building occupants, including employees, needs to be aware of their roles and responsibilities in case of an emergency.

Under the guidance of the Chicago Fire Department, Building Management has developed an Emergency Response Team consisting of key building staff and each building tenant. The members of your Emergency Response Team are critical to ensure the safe and efficient evacuation of your office in the event of an emergency.

Each tenant should identify at least one (1) Emergency Response Team. The purpose of a Building Emergency Response Team is to ensure an appropriate response in the event of an emergency. The team is comprised of trained personnel who will ensure the safety of building occupants and minimize property damage. The Emergency Response Team includes a Fire Safety Director, Deputy Fire Safety Director, Building Management Staff, and the tenant Emergency Response Team members. Each team member has an extremely important job to perform in the event of an emergency. The following pages contain a more extensive description of the responsibilities of each member of the Emergency Response Team.

The Emergency Response Team will work to evacuate the building until the arrival of the Chicago Fire Department. The Chicago Fire Department will take over the building evacuation and is responsible for (i) alerting building occupants of an emergency, (ii) operating the fire alarm system and the elevators, and (iii) determining if and/or when the building is safe to re-enter.

## **TEAM MEMBERS**

The Emergency Team for 10 South LaSalle Street consists of the following positions, consisting of both building and tenant personnel. These positions also make up the building's evacuation team.

### **Tenant Team Personnel**

- Tenant Floor Wardens
- Assistant Floor Wardens
- Elevator Monitors
- Stairwell Monitors
- Searchers
- Tenant Evacuation Alternates
- Aide to the Physically Challenged

### **Building Team Personnel**

- Fire Safety Director
- Deputy Fire Safety Director
- Building Evacuation Supervisor
- Security Control Center Operator

## **FIRE SAFETY DIRECTOR/DEPUTY FIRE SAFETY DIRECTOR**

### **Prevention Responsibilities**

The Fire Safety Director and Deputy Fire Safety Director are trained members of Building Management and/or Engineering Staff who are responsible for the coordination of operations in an emergency evacuation. They will direct the evacuation and report conditions to first responders. Responsible for organizing emergency team members, and ensuring emergency procedures are carried out directly. In his/her absence, the Deputy Fire Safety Director is responsible for carrying out the requirements:

- Prepare and maintain the building's Emergency Evacuation Plan
- Maintain up-to-date set of building floor plans
- Schedule Evacuation Warden Training for the assigned building personnel
- Schedule, conduct, and record fire drills as required by the City of Chicago's fire code
- Review the building's Emergency Evacuation Plan at least annually, confirming the contents are current
- Maintain an up-to-date list of Tenant Floor Wardens
- Ensure that the building's emergency procedures for special needs occupants, guests and/or visitors are developed and maintained
- Ensure proper testing, inspection, and record keeping of the building's fire protection system
- Conduct monthly building safety inspections to detect hazards and impediments to egress

### **Incident Responsibilities**

During a fire alarm, report to the Fire Command Center and act as liaison with responding emergency services, and:

- Immediately ensure emergency services, (911) has been notified
- Operate the fire alarm system panel at the Fire Command Center and make voice announcements during an emergency to building occupants until emergency services arrive
- Report on status of the elevators to first arriving emergency services
- From the Fire Command Center, control and supervise the building's evacuation during an emergency until emergency services arrive
- Report any known conditions regarding the emergency, to emergency services upon arrival
- Receive status reports from area/tenant Floor Wardens
- Provide information about the building's layout, systems, processes, and special hazards to emergency personnel, 10 South LaSalle Street executive team and The Feil Organization's executive team

## **BUILDING EVACUATION SUPERVISOR**

The Building Evacuation Supervisor is the on-duty security officer who is responsible for assuming the duties of the Fire Safety Director and Deputy Fire Safety Director is not present during an emergency. This person will report conditions to first responders.

## **CHIEF ENGINEER AND ENGINEERING STAFF**

### **Prevention Responsibilities**

- Maintain up-to-date set of plans and/or diagrams of building mechanical systems
- Be completely familiar with the Fire Command Center and all fire life safety equipment
- Maintain and regularly test building alarm systems
- Maintain and regularly test sprinkler and standpipe systems
- Be completely familiar with the building's Emergency Plan and its procedures
- Attend training sessions and meeting to review procedures and duties

**Incident Responsibilities**

- Respond immediately to all fire alarms and other emergencies to provide support for the operating/resetting of the fire alarm system
- Meet first responders' team upon arrival
- Operate the HVAC and the shutdown of water and electricity when applicable
- Monitor operation of fire pump, unless relieved by the Chicago Fire Department personnel
- Conduct safety checks on equipment and systems if any emergency occurs
- Provide information about the facility layout, systems, processes, and/or special hazards to the Chicago Fire Department/Chicago Police Department
- Act as liaison to public utilities
- Monitor and reactivate utilities and/or systems when appropriate
- Be available to receive notification of and/or respond to emergencies
- Aid emergency first responders
- Initiate repairs of/or contact service contractors for fire protection systems

**SECURITY STAFF****Prevention Responsibilities**

- Be completely familiar with the Fire Command Center and all fire life safety equipment, including fire extinguishers, first-aid kits, and disaster supply kits
- Be completely familiar with the Emergency Plan and its procedures
- Ensure that all security personnel are familiar with the Emergency Response Plan
- Be completely familiar with all exits and location of stairwells
- Attend training sessions and meetings to review procedures and duties
- Maintain list of Floor Wardens in case of evacuation or an emergency

**Incident Responsibilities**

- Upon the sound of an alarm, go to the Fire Command Center and ensure stairwell door locks are all unlocked
- Notify Chicago Fire Department of alarm, call 911
- Use voice communication device on the fire panel to make required announcement(s)
- Station yourself at the exterior of a stairwell directing occupants out of the building
- Inform and assist all guests and visitors unfamiliar with the building and emergency procedures as appropriate
- Once all occupants have evacuated the building, keep all exterior doors secure from re-entry into the building until the Chicago Fire Department arrives, hand over the Building Evacuation Plan and follow emergency first responder directions
- Evacuate dangerous areas during an emergency

**FLOOR WARDEN/ASSISTANT FLOOR WARDENS****Prevention Responsibilities**

- Be completely familiar with the building's Emergency Evacuation Plan and procedures
- Be completely familiar with the floor management, the number of floor occupants and the location of all floors exits
- Be completely aware of where Areas of Refuge are located per floor
- Make new employees aware of the building's Emergency Evacuation Plan
- Attend training sessions conducted by the Fire Safety Director
- Participate in the building's evacuation drills

- Maintain an updated roster of Assistant Floor Wardens, Searchers, Stairwell Monitors, Elevator Monitors, Handicap Aides, and alternates
- Ensure that all emergency team personnel understand their assigned duties and required location(s) in case of an emergency
- Be completely familiar with and know the location of and usage of firefighting equipment on the floor
- Check and inspect daily for any fire hazards, and ensure that all emergency exit passageways are always accessible
- Notify the Assistant Floor Wardens when he/she is/will be away from the building to assume the role and responsibilities
- Formulate the traffic pattern to use for emergency stairwell exits
- Maintain an up-to-date list of all personnel requiring assistance if evacuation is required
- Be completely familiar with the use and maintenance of the emergency response kit

### **Incident Responsibilities**

- Take necessary action to prevent panic!
- Begin at the farthest reach of your area and assure that occupants ahead of you have evacuated. Conduct a quick search as you go through ensuring any hazardous equipment has been turned off, doors are closed, and no one is left behind. If there is smoke, stay low, cover your mouth with a damp cloth or handkerchief, visualize where the exits are located, stay close to and use the wall to guide your way as to not get confused
- If no smoke is evident, you may have trouble getting people to evacuate. Be strong, positive, and insistent. It is building policy to evacuate upon an alarm
- If a stairway is full of smoke, go to an alternate stairwell
- Assure that all persons on the floor are notified of an emergency, and all are evacuated and directed to your company's meeting place
- Conduct a search of common areas for persons, and evacuate them to safe areas
- Is responsible for the evacuation of all floor personnel and visitors
- Be completely familiar with where persons with disabilities are located, ensure Persons with Disabilities Aides are assisting those in need, and if necessary, taken to an Area of Refuge
- At the meeting place, conduct a head count by using a checklist to account for all occupants in your area of responsibility
- Immediately report to the Fire Safety Team any missing persons from your checklist and of their last known location
- In the absence of the Floor Warden(s), the Assistant Floor Warden(s) are responsible for carrying out the above stated requirements

Additionally, the following should be reviewed with applicable staff:

- Do Not Go to The Roof! Unless it is the only way out. If a stairwell is full of smoke, go to another stairwell
- At your company's meeting place, conduct a head count by using a checklist to account for all occupants and guests. Immediately report any missing person(s) to on-site building personnel, and/or call 911 if not on-site with their last known location
- Do not allow the stairwell doors to be blocked or held open allowing for the potential of the stairwell to become dangerous and/or unusable
- Most important, special attention needs to be given to any person(s) with disabilities, including those who are visitors and are unfamiliar with the building. A process is necessary to ensure their safety

## **SEARCHER**

Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the work area, specifically from remote areas such as storerooms, file rooms, coffee areas, rest rooms, etc.

### **Incident Responsibilities**

- Check all rooms including rest rooms, conference rooms, reception areas and remote areas – closing – but not locking all door(s) behind you
- Place a post-it notes or tag on the door(s) of all areas that have been searched. Always remember to touch a door to detect heat (fire) prior to opening it
- Announce the emergency to any personnel remaining on the floor and ensure their evacuation
- Evacuate non-employees found on the floor

## **STAIRWELL MONITOR**

Under the direction of the Floor Warden(s), Stairwell Monitor(s) are responsible for an assigned exit and assist in the orderly evacuation of personnel.

### **Incident Responsibilities**

- Takes a position at assigned exit and assists in the orderly evacuation of personnel
- Inspects stairwells for possible heat and smoke conditions prior to evacuation. Remember to touch all door(s) to detect heat, (fire) prior to opening it
- Instruct personnel to form a single-file line into the stairwell and directs personnel to exit along the right side of the stairwell
- Remind those wearing high-heeled shoes to remove them prior to entering the stairwell for safety concerns
- Ensure all personnel are “Hands Free” prior to entering the stairwell for safety concerns
- Supervises and monitors evacuation flow while remaining calm and encourages calmness and orderliness in the evacuation of personnel

## **AIDE TO THE PHYSICALLY CHALLENGED**

Under the direction of the Floor Warden(s), Aides to the Physically Challenged is responsible for ensuring all physically challenged personnel are evacuated to a “Designated Area of Safe Refuge”

### **Incident Responsibilities**

- Maintain an up-to-date list of all physically challenged personnel on their floor and/or within the tenant space if smaller than an entire floor. If possible, a “buddy system” should be implemented in which one (1) or two (2) aides will be responsible for evacuating specific co-workers to a “Designated Area of Safe Refuge” and remain with them until fire crews arrive to assist them out of the building

## **ELEVATOR MONITOR**

Under the direction of the Floor Warden(s), Elevator Monitors are responsible for assuring no one uses the elevators in an emergency.

### **Incident Responsibilities**

- Directs co-employees to the nearest or designated exit stairwell
- Must be familiar with the building's Emergency Evacuation Plan and the location of all stairwells
- Stays at a designated post until instructed to evacuate by the Floor Warden, or until an emergency warrants departure

## **EVACUATION PROCEDURES**

Each tenant at 10 South LaSalle Street must have their own Emergency Evacuation Plan that all employees are familiar with.

If an order of evacuation comes by way of the building's fire system, comply quickly, but as calmly as possible.

Shut off any equipment you are using and immediately do exactly as you are directed. You may be directed to move to a different area on the same floor, to use the stairwell to go to a lower, or up to a higher floor, or you may be directed to use only a certain stairwell or take other specific action.

Do not use the elevators. In the event of a fire, the elevators will be under the control of emergency personnel. Your Emergency Response Team will need to assist in any evacuation. They will receive instructions locating specific evacuation routes for everyone in your area/floor. Stay calm and move quickly, following the directions. If no one is directing the evacuation in your area/floor, move to the nearest stairwell to exit the building.

## **AFTER AN EVACUATION**

If directed to leave the building, move as quickly as possible to the first-floor lobby and out of the building as directed by authorized building personnel or the Chicago Fire Department. Move away from the building and proceed to your company's Emergency Evacuation Assembly Area.

Do not for any reason, re-enter the building and/or return to your work area until an "All Clear" has been given and/or until told to do so by authorized building personnel or the Chicago Fire Department.

All Floor Wardens and any assisting personnel will receive notification addressing any deficiencies and/or fire system abnormalities.

## **FIRE EVACUATION DRILLS**

The purpose of a fire drill is to familiarize occupants and property staff with fire prevention procedures while monitoring the response, and to ensure that any emergency condition is responded to as quickly and effectively as possible. This is accomplished by periodic training sessions, or "drills" that involve all building occupants.

All fire drills will be conducted under the direct supervision of the Chicago Fire Department. Several key building personnel will be strategically placed to facilitate the intent of the fire drill. Fire drills take place during regular business hours and will involve the evacuation of selected floors to a then announced designated location floor, typically a floor or two below. Only the selected floor(s) will receive an evacuation message and all other building functions will remain normal. During the fire drill, Emergency Response Team members will respond to the simulated emergency as outlined in previous pages of this manual.



## Fire Drill Preparation

It is the responsibility of the tenant to submit the names of the individuals who are filling the Emergency Response Team roster positions. As Emergency Response Team members change, it is imperative that one contacts the Management Office to inform of any change(s). On an annual basis, the Management Office will send out requests for updates of team member names.

- Keep the building's Fire Safety Director or the Management Office apprised of any changes to your Emergency Response Team member(s) roster and physically challenged individuals within your suite
- Incorporate all pertinent information found in the Emergency Response Team manual into your employee orientation program ensuring all knows what to expect and how to react during an emergency

## BASIC STEPS FOR FIRE PREVENTION

Listed below are recommendations to help protect against a fire occurring within a tenant's space. Tenants should examine their space for any infractions. The Fire Safety Director or Building Management are available to assist with an investigation, if requested.

- 10 South LaSalle Street is a non-smoking building. Smoking is not permitted anywhere inside of the building. If you smoke outside, please adhere to the building's smoking policy as noted in earlier pages within this manual
- Be alert around electrical equipment
  - If electrical equipment is not working properly, disconnect the equipment and call the appropriate maintenance personnel
  - Often the first sign of an electrical concern is the emission of an unusual odor
  - Should you suspect an unusual odor, please contact the Management Office
- Promptly replace any electrical cord that is cracked or has a broken connection
- When using an extension cord, protect them from damage
  - Do not pull an extension cord across doorways or in a place where they will be stepped on or chafed
  - Check amperage load specified for by the manufacturer and/or the "listing laboratory" and do not exceed its recommendations
  - Do not plug one extension cord into another
  - Do not plug more than one (1) extension cord into a single outlet
- Keep all heat producing appliances away from the wall and/or any other object that may burn
  - Leave plenty of space for air to circulate around copy machines, computers, and other equipment that emits heat
- Make sure that all appliances in your work area, such as coffee makers and microwaves are turned off at the end of each workday. It is best if the responsibility for this daily check is assigned to one (1) person
- Portable electric space heaters are NOT PERMITTED on the premises for supplemental heating at 10 South LaSalle Street. Space heaters can overload electrical circuits and pose a fire hazard. If any space heaters in tenant spaces are found by building personnel, they will be removed immediately and discarded
- Do your part to keep storage areas, stairwell landings and other out-of-the-way locations free of wastepaper, empty cartons, dirty rags and/or other materials that could fuel a fire
  - Allow for an 18" gap between the highest stored item to the ceiling, required by the City of Chicago Fire Code
- Keep security informed of any suspicious and/or unauthorized persons on your floor. This will aide to prevent both theft and fire. Arson is the largest single cause of office building fires

## SHELTER IN PLACE

Sheltering in place is an effective mitigation and response technique for multiple threats, including sever weather, exterior hazardous-materials spills, and civil unrest.

Shelter in place means **finding a safe location indoors** and staying there until you are given an “all clear” or told to evacuate. You may be asked to shelter in place because of an active shooter, tornado, or chemical, radiological, or another hazard.

Should a Shelter in Place call come over the voice communication system via the fire panel’s annunciator system, you may be asked to perform the following:

- Close and lock all doors
- If there are customers, clients, or visitors in your suite, provide for their safety by asking them to stay, not leave. When authorities provide directions to shelter-in-place, do not leave
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe
- Lock exterior suite doors. Depending on the type of emergency, building engineering staff, familiar with the building’s mechanical systems will consider turning off all fans, heating, and air-conditioning systems. Some systems automatically provide for exchange of inside air with outside air. These systems need to be turned off, sealed, and/or disabled
- If you are told there is danger of an explosion, close the window blinds
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape and plastic sheeting
- Select interior room(s) with the fewest windows and vents, avoid overcrowding by selecting several rooms if necessary. Large storage closets, pantries, work rooms, and interior conference rooms will work well
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment might be overwhelmed or damaged during an emergency
- Take your emergency supplies and go into the room you have designated
- Write down the names of everyone in the room(s) and call your business designated emergency contact to report who is in the room with you, and their affiliation with your business (i.e., employee, visitor, client, customer, etc.).
- Listen to the radio, watch television, or use the internet for further instructions until you are told all is safe or to evacuate. Local officials may call for an evacuation in specific areas at greatest risk

## **EMERGENCY RESPONSE PLANS**

Emergency Response Plans for a bomb threats, civil disturbance, terrorism/hostage situations, power failure, weather, and an active shooter follow.

### **Bomb Threat**

- Attract the attention of a co-worker discreetly and quietly while listening to the call. Have the co-worker note your specific telephone number and call 911 to request that the call on your line be traced
- Obtain as much information as possible from the caller about the bomb’s location, type and time of detonation using the Bomb Checklist on the following pages. Ask for the bomb’s appearance and who is placing it. Ask the caller’s name and address
- Is the caller male or female? Adult or juvenile? Is the voice coarse, accented, deep, or disguised? Does the caller seem angry, rational or deliberate? Make note of any background noise
- Call 911. Describe in detail the information you received on the telephone
- Contact the Management Office alerting them of the potential danger
  - The decision to inform other building occupants of the threat and/or to evacuate will be based upon recommendations of local authorities and the judgement of the senior executive team and the General Manager of the building
- Do not search for the device, do not touch, or disturb any suspicious objects. If any suspicious package or device is located, notify the Management Office and police, and clear the area

## Letter Bomb

Letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical or electrical means. If you consider a parcel or letter is suspect, DO NOT OPEN IT, Call 911 and the Management Office thereafter.

Due to occasional anthrax threats in the United States, the Center for Disease Control has guidelines to follow if you suspect a letter could contain dangerous substances. The guidelines sent out are as follows:

- Should you find a suspicious package or letter:
  - Handle with care – do not shake or bump
  - Isolate the package immediately
  - Do Not Open!
  - Evacuate the area and call 911 for a safe location, notify the Management Office thereafter
- Should you suspect the mail contains:
  - A bomb or explosive device
    - Evacuate immediately
    - Call 911 from a safe location, notify the Management Office thereafter
- A radiological threat:
  - Limit exposure – Do Not Handle
  - Evacuate immediate area
  - Shield yourself from the object
  - Call 911 from a safe location, notify the Management Office thereafter
- A biological or chemical threat:
  - Isolate – Do Not Handle
  - Evacuate immediate area
  - Wash your hands with soap and warm water
  - Call 911 from a safe location, notify the Management Office thereafter

If the letter has already been opened, and a powder and/or other substances has spilled from the letter, Do Not Clean It Up! Leave it where it is, evacuate the area, wash your hands with soap and warm water, call 911 from a safe location, notify the Management Office thereafter.

## CIVIL DISTURBANCE

A civil unrest type of situation can take multiple forms, but usually ends up as a protest and/or demonstration outside of a building's property line and/or entrance(s). In worst case scenarios, the protesting group can enter a building's perimeter and disrupt operations for the property and its occupants. With many protests, there is usually some type of pre-event indicators, which give the property advanced warning of a pending demonstration. With this information, properties can increase their security measures, such as police involvement, additional officer placement, lockdown of entrances and/or communications with building occupants.

## DEMONSTRATION/RIOT

### Assessment

- Building Management will evaluate the severity of the demonstration
- Building Management will designate the appropriate response

**Immediate Action**

- The building will be secured, and the elevators and stairwells controlled to prohibit unauthorized entry
- Occupants will be instructed to not leave the building, should the situation become volatile
- The Emergency Response Team and local agencies, (police, fire, and/or rescue) will be placed on stand-by if a situation escalates out of control

**TERRORISM/HOSTAGE SITUATIONS****Immediate Action**

- Building Management will secure the affected area(s), evacuating all personnel from the area(s), and from the building, if necessary
- Only permit the proper authorities to talk and negotiate with the terrorist(s)

If you are the hostage:

- Remain Calm
- Pay close attention to your captors and observe their behaviors
- Cooperate with all requests
- Stay alert

**POWER FAILURE****Detection**

- Ascertain if the power failure affects only 10 South LaSalle Street, or if surrounding properties have also lost power

**Assessment**

- The Engineering Staff will immediately go to the building switchgear and determine if the outage is total, or just on a single-phase
- If the building has lost only one phase, then the Engineering Staff will manually trip the switchgear and take the building off-line

**Immediate Action**

- Call the emergency number for the electric utility serving the affected building and give them the property address, 10 South LaSalle Street, and circuit numbers
- Verify that all elevators have returned to the ground floor and that there are no entrapments
- The Floor Wardens should alert their occupants of the situation and instruct them to remain calm
- If the power outage is expected to persist, the Floor Warden(s) should notify their occupants again so that they can make decisions as to their business operations

## WEATHER EMERGENCY

### Immediate Action

- Move away from the perimeter of the building and the exterior glass
- Leave all exterior offices and close the doors
- Go to an enclosed area in the building core, such as an elevator lobby, corridor, restroom, stairwell, and/or take cover in a designated shelter or the Basement
- Sit down and protect your head
- Do Not Use elevators, if in transit within the building, take the stairwell to the Basement

## ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing and/or attempting to kill people in a confined or populated area, in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Active shooter situations are usually over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared mentally and physically to deal with an active shooter situation.

### Immediate Actions

- Call 911
- Be aware of your environment and any possible dangers
- Take note of the two (2) nearest exits closest to you
- If you are in an office, stay there and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate the shooter
- If possible, keep your cell phone with you, on silent. You may be able to provide first responders with up-to-the-minute information regarding the shooter(s), their location and/or other critical information, while on the line with 911

## PANDEMIC PREPAREDNESS

### What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

**Importance and Benefits of Being Prepared**

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at <https://www.cdc.gov/flu/>.

[The Department of Health and Human Services](#) (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

# TENANT LIFE SAFETY TEAM

**Each tenant shall develop a team to support the following roles:**

- Floor Warden/Assistant Floor Warden
- Stairwell Monitor/Alternate Stairwell Monitor
- Elevator Monitor/Alternate Elevator Monitor
- Searchers/Alternate Searchers
- Assistant To Physically Impaired Employee/Alternate Assistant To Physically Impaired Employee

# Tenant Life Safety Team

## Floor Warden Responsibilities

### FLOOR WARDEN

#### Description of Responsibilities of Floor Warden

The *Floor Warden/Assistant Floor Warden* is responsible for emergency coordination and reporting of any potential or actual emergency conditions to the Building Management. The Floor Warden is also responsible for organizing his/her emergency team members and making sure emergency procedures are carried out correctly. The Assistant Floor Warden will assist the Floor Warden in all areas of responsibility and assume the leadership role in his/her absence.

#### Duties of Floor Warden

1. Appoints personnel to the emergency team and fills vacant positions.
2. Maintains an updated roster for all Searchers, Stairwell Monitors, Elevator Monitors, Disability Aides and Alternates.
3. Alerts key personnel (Asst. Floor Warden, Searcher, Elevator Monitor, etc.) of potential emergencies.
4. Supervises the activity and training of all key emergency team members.
5. Ensures that all emergency team personnel know their assigned duties and locations in case of an emergency.
6. Is responsible for informing and training key emergency personnel and all floor personnel in emergency procedures.
7. Pre-plans the handling of disabled personnel during evacuations.
8. Is responsible for the evacuation of floor personnel.
9. Is responsible for notifying the Elevator Monitor to evacuate.
10. Inform building management office of changes in emergency personnel on the floor.
11. Periodically review emergency procedures with the building management team and emergency personnel.
12. Insure that emergency procedures are implemented and followed on the assigned floor.
13. Be alert to instructions received from building management and wait for evacuation orders.
14. Once the floor is evacuated, conduct a roll call to account for the safety of all employees.
15. Maintain communication with personnel within the building during the time of emergencies.



# Tenant Life Safety Team

## Searcher Responsibilities

### SEARCHER

#### Description of Responsibilities of Searcher

The basic function of the *Searcher* is to work under the direction of the Floor Warden/Assistant Floor Warden to find and evacuate all personnel from his/her area of responsibility; including restrooms from remote areas such as storerooms, file rooms, coffee areas etc. It is also essential that the Searcher know the location of the emergency in order to direct personnel to safe areas.

#### Duties of Searcher

All Searchers on a floor should begin at a common starting point and move in opposite directions. The Searcher shall walk the floor and advise all personnel to proceed to the nearest emergency exit. Remember, a calm voice of a trained person can minimize fear and panic. The Searcher should also coordinate with the Floor Warden the evacuation of personnel with disabilities who require special assistance.

1. Check all rooms, including rest rooms, conference rooms, coffee areas, etc. and remote areas of the floor.
2. Close all doors as each room is searched and the area is evacuated to reduce the flow of air. Place a post-it note at knee height on the door to indicate that the area has been checked and is cleared. **DO NOT LOCK DOORS.**
3. Evacuate non-employees & visitors on the floor.
4. Advise any remaining personnel on the floor of the emergency and insist on their evacuation.
5. Reports to Floor Warden when his/her area is clear.

# Tenant Life Safety Team

## Stairwell Monitor Responsibilities

### STAIRWELL MONITOR

#### Description of Responsibilities of Stairwell Monitor

The *Stairwell Monitor* is responsible for an assigned exit and assists in the orderly evacuation of personnel down the stairs. Each team should consist of one (1) Stairwell Monitor at each stairwell exit for a total of two (2) per floor.

#### Duties of Stairwell Monitor

1. Takes a position at his/her assigned exit in order to assist in the orderly evacuation of personnel.
2. Check the temperature of the assigned stairwell door to ensure it is not hot, meaning the fire is close by.
3. Inspects stairwells for possible heat or smoke conditions before evacuation. Also checks stairwell landing to make sure there are no obstructions.
4. The Stairwell Monitor instructs personnel to form single file lines into the stairwell and directs personnel to exit along the right side of the stairwell.
5. In the event a stairwell is obstructed, direct occupants to the other stairwell.
6. Supervises and monitors evacuation flow down the stairwell while remaining calm and encouraging a calm and orderly evacuation.
7. Remain at the post until the Floor Warden advises that all employees have been evacuated.

# Tenant Life Safety Team

## Elevator Monitor Responsibilities

### **ELEVATOR MONITOR**

#### **Description of Responsibilities**

The basic function of the *Elevator Monitor* is to make sure that no one uses the elevators.

1. Direct employees to the nearest stairwell and not allow anyone to use the elevators.
2. Be familiar with the building evacuation plan and the locations of all stairwells.
3. Stay at his/her post until instructed to evacuate by the Floor Warden.

# TENANT LIFE SAFETY TEAM Tenant Emergency Team Form

A Tenant Emergency Team form must be filled out and provided to the management office and update annually.

## 10 South LaSalle Street Emergency Response Team

### DATE SUBMITTED

DATE SUBMITTED	<i>Tenants are required to update this information as data changes and submit it to the Office of the Building.</i>
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### TENANT INFORMATION

TENANT NAME	SUITE NUMBER	TELEPHONE #
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<b>Area Warden</b>		<b>Area Warden Alternate</b>	
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER

<b>Assistant Area Warden</b>		<b>Assistant Area Warden Alternate</b>	
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER

<b>Floor Leader</b>		<b>Floor Leader Alternate</b>	
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER

<b>Stairwell Monitor</b>		<b>Stairwell Monitor Alternate</b>	
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER

<b>Elevator Monitor</b>		<b>Elevator Monitor Alternate</b>	
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER

<b>Searcher(s) (list at least 4 if possible)</b>		<b>Searcher Alternate(s)</b>	
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER

### Physically Impaired Employee List

EMPLOYEE NAME #1	NATURE OF IMPAIRMENT	DIRECT PHONE NUMBER	LOCATION IN SUITE
ASSISTANT #1	ASST #1 TELEPHONE NUMBER	ALTERNATE ASSISTANT	ALT ASST TELEPHONE NUMBER
EMPLOYEE NAME #2	NATURE OF IMPAIRMENT	DIRECT PHONE NUMBER	LOCATION IN SUITE
ASSISTANT #1	ASST #1 TELEPHONE NUMBER	ALTERNATE ASSISTANT	ALT ASST TELEPHONE NUMBER

# SINGLE PAGE EVACUATION SUMMARY

- Per City of Chicago code, an evacuation procedure single page document must be provided on an annual basis.
- This identifies the Chicago Fire Department procedures for evacuation in an emergency.
- Each tenant also receives a floor plan.

The Feil Organization  
EVACUATION PROCEDURES

In as emergency, remember the word: **CALM**

**CALM**  
C-Call  
A-ALERT  
L- LISTEN  
M- MOVE

The following steps should be taken in the event of an emergency:

C – CALL – 911  
Give Building Address – 10 South LaSalle Street  
Give Floor Number & Approximate Location

A – ALERT – Building Safety (312-346-2826)

L – LISTEN – To the Announcement & Directions

M – MOVE – Proceed Quickly and Calmly to Stairwell

**DURING AN EVACUATION:**  
**DO NOT:**

- **DO NOT USE ELEVATORS**
- **DO NOT GO TO THE ROOF**
- **DO NOT BREAK WINDOWS**

**DO:**

- Follow all directions given in the announcement
- Life Safety Team reports to their area
- As you leave, Close the door behind you
- Proceed quickly & calmly to the stairwell. Avoid crowding, Descend the stairs with special care. A fall might injure you or those who follow.
- Direct visitors who are not familiar with the building
- Feel any door before opening it. If door is cool open cautiously. If door is hot, use an alternate route
- When smoke is present, cover your mouth with wet cloth-stay low!
- Evacuate the building & proceed to your designated meeting area

# EMERGENCY PROCEDURES 10 South LaSalle

For Fire, Police, or Medical Emergency: **Dial 911**  
 For Property Management Office: **Dial 312.419.3100**  
 For Lobby Security Desk: **Dial 312.419.3115**

TO REPORT AN EMERGENCY

MEDICAL EMERGENCY

SUSPICIOUS PERSON/ACTIVITY

FIRE

POWER OUTAGE

BOMB/EXPLOSIVE THREAT

FLOODING/WATER DAMAGE

CIVIL DISTURBANCE

ACTIVE THREAT/ACTIVE SHOOTER

EXPLOSION

SEVERE WEATHER

SUSPICIOUS ITEM - MAIL/PACKAGES

EMERGENCY EVACUATION

# TENANT EMERGENCY PROCEDURES FLIPBOOK

An emergency response procedures flip book has been developed by 10 South LaSalle Street in order to provide each individual with the procedures to follow in an emergency.

The flip book summarizes the steps to follow in the event of various emergencies.

The flip book may be placed at each desk or in common areas for immediate visibility.

[Click to view 10 South LaSalle's  
Emergency Procedures Flipbook](#)

# EMERGENCY PROCEDURES

## 10 South LaSalle

For Fire, Police, or Medical Emergency: **Dial 911**

For Property Management Office: **Dial 312.419.3100**

For Lobby Security Desk: **Dial 312.419.3115**



TO REPORT AN EMERGENCY

# TO REPORT AN EMERGENCY



To report an emergency of any type requiring immediate police, fire, or medical response, dial 911 as soon as it is safe to do so.

- Move away from the threat and call for assistance
- Identify yourself and provide the 10 South LaSalle Street address, as well as your floor number
- Provide the nature of the emergency
- Describe the emergency and provide details as requested
- Notify building personnel at 312.419.3100, 312.419.3115, or in person



TO REPORT AN EMERGENCY



# MEDICAL EMERGENCY



**If you a guest or a coworker are ill or injured and require medical attention:**

- Contact 911 and building personnel at 312-419-3100 or 312-419-3115 to request assistance
- Do not move the injured/ill person unless conditions become hazardous
- Render first aid only if conditions allow and you are trained to do so
- Send a coworker to help coordinate entry of emergency personnel
- Witnesses should be encouraged to remain at scene in case they can provide additional details to responders or for building incident report
- Contact your supervisor or manager to inform him/her of the emergency
- Please do not discuss medical conditions or other personal information



**MEDICAL EMERGENCY**

# SUSPICIOUS PERSON/ACTIVITY



**If you notice an individual behaving in a disorderly, intoxicated or suspicious manner:**

- Promptly contact 911 and provide a specific description of what makes the individual or activity suspicious
- Notify building security at 312-419-3100 or 312-419-3115, and provide additional details as they become available
- Keep a safe distance from the person and do not confront him/her personally
- Take note of any specific characteristics such as personal appearance, clothing, vehicle type/color, bag type/color, etc.
- If suspicious person, note their last known direction of travel



**SUSPICIOUS PERSON/ACTIVITY**

# FIRE



## Initial response to a fire:

- Move away from any immediate threat, then contact 911 and building personnel at 312-419-3100 or 312-419-3115
- Report the location, severity, and nature of the fire
- Provide any details requested by dispatchers or security personnel
- You may use a fire extinguisher to fight small fires if it is possible to safely do so, and if you have been properly trained
- Never allow the fire to come between you and an exit
- Follow the guidance provided in person or via public address system
- Notify your supervisor or manager once it is safe to do so

# POWER OUTAGE



The following procedures are related to electrical power failures:

- Power outages are rare given the redundancies present in the electrical grid and supporting systems
- Emergency lighting will activate in stairwells and common areas to assist with a safe evacuation or relocation within the building
- Provide assistance to visitors and employees in your immediate area
- Stand by for instructions from building personnel and/or responders
- If you are in an elevator that stops running, remain calm – use the intercom and emergency button to call for assistance
- Individual companies may elect to close for the day if the outage is of an indeterminate length – relay this information to building personnel

# BOMB/EXPLOSIVE THREAT



**If you receive a bomb threat:**

**If the threat is by telephone:**

- Listen carefully and take notes using the form on the next page
- If possible, signal a colleague to contact building security
- Contact 911 as soon as the caller hangs up
- Promptly notify your supervisor/manager and building personnel at 312-419-3100 or 312-419-3115
- Do not discuss the threat with others, and follow the guidance provided by security and first responders
- Your help may be requested in searching the area, or in helping to evacuate the workspace

**If the threat is by computer or e-mail:**

- Promptly notify your supervisor/manager and building personnel
- Contact 911 in coordination with your supervisor/manager
- Contact your information technology staff
- Do not discuss the threat with others, and follow the guidance provided by security and first responders
- Your help may be requested in searching the area, or in helping to evacuate the workspace



**BOMB/EXPLOSIVE THREAT**

# Script/Template for a Bomb Threat or Other Threatening Call

Instructions: Be calm and courteous. Listen, do not interrupt the caller. If possible, have a co-worker notify Security while caller is on the line.

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

Exact words of person placing call: \_\_\_\_\_  
\_\_\_\_\_

If the caller makes a "bomb threat" ask the following questions:

When is the bomb going to explode? \_\_\_\_\_  
Where is the bomb right now? \_\_\_\_\_  
What kind of bomb is it? \_\_\_\_\_  
Why did you place the bomb? \_\_\_\_\_  
What is your name? \_\_\_\_\_  
Where are you calling from? \_\_\_\_\_

Try to determine the following (CIRCLE AS APPROPRIATE)"

Caller's Identity: Male Female Adult Juvenile --- Age: \_\_\_\_\_ Years

Voice: Loud Soft Fast Slow Distinct Distorted High Pitched Deep Raspy  
Pleasant Stutter Nasal Slurred Lisp Familiar

Accent: Local Not local Foreign Regional Other \_\_\_\_\_

Language Skill: Excellent Good Fair Poor Other \_\_\_\_\_

Manner: Calm Angry Rational Irrational Coherent Incoherent Deliberate  
Emotional Righteous Laughing Intoxicated

Noises: Office Factory Trains Animals Quiet PA System Music Party Voices  
Mixed Airplanes Street TV/Radio Cellar Phone Long Distance

Additional Information: \_\_\_\_\_

Immediately after call: Notify building security and follow instructions. Do not discuss with other staff members.

Receiving Telephone Number: \_\_\_\_\_

Person Receiving Call: \_\_\_\_\_

# FLOODING/WATER DAMAGE



Serious water damage can occur from a variety of sources, including burst pipes, clogged drains, broken skylights or windows, or overland flooding. In case of excess water:

- Notify building personnel immediately at 312-419-3100 or 312-419-3115, and provide the location of the leak or excess water, the severity of the leak
- Provide notice of any critical building infrastructure that may be impacted, such as stairwells, electrical boxes, etc.
- Avoid standing water in case it has come in contact with any electrical source – relocate to safety if required
- If you know the source of the water and are confident of your ability to stop it (unclogging drain, shutting off water supply valve, etc.) do so cautiously
- Notify your supervisor/manager of the water damage, and be prepared to assist as necessary in relocating critical objects or materials from the path of the water flow



# CIVIL DISTURBANCE



A civil disturbance such as large-scale protests, rioting, or looting will require the following:

- Clear all public entrances and avoid doors or windows
- Avoid direct confrontation, including verbal altercation, with individuals taking part in the civil unrest
- Employees should shelter in place and await further instructions
- Supervisors and managers should create a roster of all personnel who are present
- Await guidance from building personnel or responders before exiting shelter location





# ACTIVE THREAT/ ACTIVE SHOOTER



The facility follows the Run/Hide/Fight best practices advocated by the Department of Homeland Security during an active threat:

- Employees or visitors should move quickly and immediately away from any immediate threat (run)
- If necessary, employees should close and barricade inner doors, turn off lights and cell phones, and shelter in place (hide)
- If directly confronted by an aggressor, employees and visitors should use all available objects and tactics in order to preserve their safety (fight)
- When exiting a facility where an active threat has taken place, all visitors and employees should keep their hands visible and follow the guidance of security and responders
- When safe to do so, call 911 to notify first responders of the location of any perpetrators or victims, or any individuals requiring additional assistance. Then notify building personnel at 312-419-3100 or 312-419-3115



# EXPLOSION



## In the event of an explosion:

- Move away from any immediate threat, assisting others if possible
- Do NOT utilize elevators
- Notify 911 when it is safe to do so, then notify building personnel at 312-419-3100 or 312-419-3115 and provide additional information or details
- Follow the instructions of security or responders, who may direct you to fully evacuate or to relocate to another part of the facility
- Do not move seriously injured individuals unless they are in immediate danger
- Be prepared for additional explosions, fires, or structural damage
- Open doors cautiously, checking for heat or smoke, as well as falling objects
- Stay away from windows, overhead fixtures or electrical equipment, or any obvious structural damage
- Assume that any smoke and/or fumes may be hazardous
- Do not utilize sources of possible ignition such as matches or lighters

# SEVERE WEATHER



**In the event of severe weather or other outdoor safety hazard:**

- Employees and visitors are instructed not to exit the building
- Stay away from windows, doors, and skylights
- Be prepared to shelter in place until the danger has passed, likely in the interior core of the building
- Follow guidance provided by security and responders, in person or via the public address system
- Building personnel and/or responders will deliver the all clear when it is safe to move about



# SUSPICIOUS ITEM MAIL/PACKAGES



**If you receive a written or verbal threat, or if you find a suspicious object anywhere on the premises:**

- Keep everyone from handling or moving the package or object – do NOT go near it once it has been identified as suspicious
- Promptly notify 911 and inform the dispatcher what makes the package or object suspicious
- Notify building personnel at 312-419-3100 or 312-419-3115, and provide additional details as they become available
- Do not use cellphones or radios in the immediate vicinity of the object
- Promptly write down everything you can recall about encountering or receiving the package
- Do not discuss any written or verbal threats with others
- Your help may be requested in searching the area, or in helping to evacuate the workspace
- Account for all personnel once you have arrived at the emergency assembly area



# EMERGENCY EVACUATION



If the alarm is activated, or you receive instructions to do so from building or fire department personnel:

- Move away from any hazard or threat
- Shut down all hazardous operations, such as those involving chemicals or high voltage
- Exit via the nearest available emergency stairwell, in the east or west portion of building
- Do NOT attempt to use elevators
- Listen closely to in-person or public-address announcements
- Assist coworkers during egress and perform quick sweeps of restrooms, copier rooms, etc. if safe to do so
- Go directly to the nearest safe emergency assembly area
- Department supervisors or managers should make an accountability check to ensure all employees and visitors are present
- When safe to do so, notify first responders of any missing persons or known hazardous conditions. Then, alert building personnel at 312-419-3100 or 312-419-3115
- Report to building personnel and/or first responders any persons with disabilities who may require additional assistance
- Once outside of the structure, do not block doors or streets
- Do not attempt to re-enter unless explicitly instructed to do so
- Work with your supervisor/manager to enact business-continuity plans



# EDUCATION & TRAINING



Fire Drill



Evacuation  
Procedures



Building/Tenant  
Fire Safety



Smoke/Fire  
Emergency  
Procedures



Fire Seminar



Remote Meeting  
Location

# FIRE DRILL

The City of Chicago classifies 10 South LaSalle Street as a Category 1 in the High-Rise Emergency Evacuation Ordinance.

The ordinance recommends the completion of two (2) fire drills on an annual basis.

For Life Safety Teams or Tenants unable to attend the drills, included with this plan is a video which is a simulation of a fire drill that will provide the necessary steps you should take during a life safety emergency.



# EVACUATION PROCEDURES

**When the speaker/strobe alarms take the following actions:**

- Life Safety Teams proceed to their designated spot
- Prepare to leave the office
- Listen to the instructions presented on the announcement
- Vacate according to the announcement
- Meet at your company's designated meeting area



# BUILDING/TENANT FIRE SAFETY

In the event of a fire, the safe and rapid evacuation of the affected area is the joint responsibility of Building Management and the tenants in that area.

It is imperative that each employee become familiar with the emergency procedures outlined in this plan.

If there are any questions, please call the Office of the Building at **(312) 419-3100**.

# SMOKE/FIRE EMERGENCY PROCEDURES

## In case of a fire in your building, remember C.A.L.M.

- C** – Call 911 first (give building address 10 South LaSalle Street, give floor number, suite & appropriate location).
- A** – Alert building management/security.
- L** – Listen to the announcement for instructions. If your floor does not need to be evacuated, you will not hear an announcement.
- M** – Move to safety or evacuate only if you are in immediate danger. If not, stay where you are.

## REMEMBER:

- Do not go to the roof
- Do not use the elevators
- Do not break windows



# CHICAGO FIRE DEPARTMENT FIRE SEMINAR

If you are unable to attend our fire seminar, please refer to the Chicago Fire Department's instruction video which can be found by clicking the image to the right.

The City of Chicago Fire Department's Life Safety guidelines for commercial high-rise buildings can be found in the building documents folder. This brochure includes important safety tips that will help lead people to safety should a fire occur in the building.



[Click to watch the CFD's Fire Seminar Video](#)

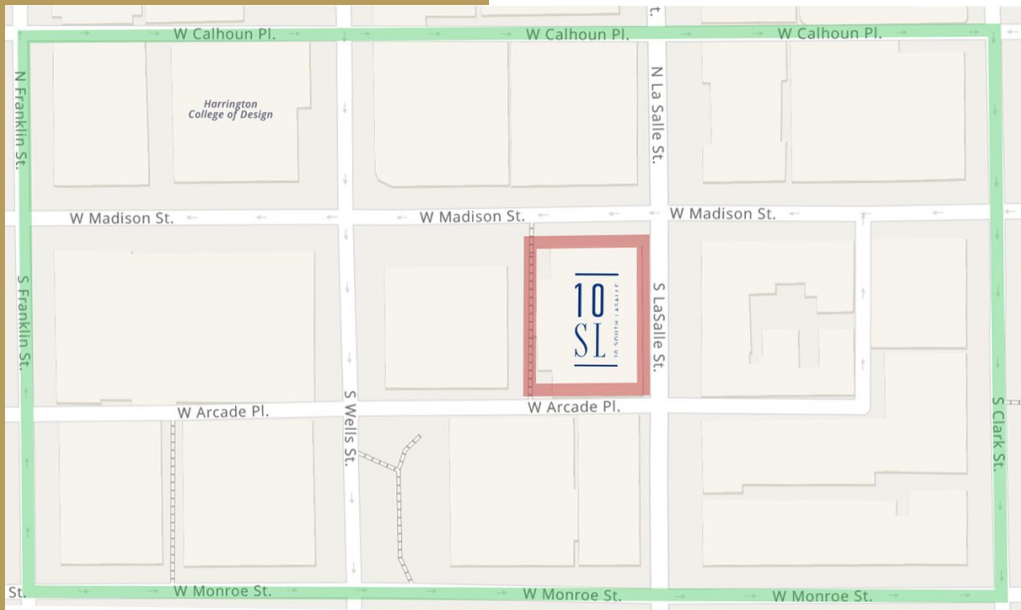
# REMOTE MEETING LOCATION

The Fire Department recommends the meeting location is at least two (2) blocks away from the property.

Each company is responsible for advising their employees of the designated location.

A representative from each company should account for their employees and report this information to the Management Team prior to exiting the building.

Each company must select a designated meeting location for their employees to congregate after evacuating the property.



**EVACUATION  
ASSEMBLY  
AREA**

# ACKNOWLEDGEMENT

The safety and security of all occupants at 10 South LaSalle Street is our utmost priority. This emergency plan is designed to educate and provide valuable emergency preparedness information. We appreciate your partnership and assistance in implementing this plan within your organization. Our goal is to provide the highest level of customer service and to ensure that we make every effort to see that your workplace is a safe and secure environment.



THE **FEIL** ORGANIZATION

## CONTACT INFORMATION

For more information regarding 10 South LaSalle Street emergency preparedness program, please contact:

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