

Emergency Action Plan

300 W Adams St.

Chicago, IL

Last Update: March 2011



Introduction

Plan Development

The development of this emergency action plan has taken into consideration but not limited to; building construction, occupancy, code compliance and best safety practice.

Nothing contained in this Fire Safety Plan format is to be construed as all-inclusive. All rules and other requirements are to be fully complied with.

Fire Prevention

1. General Housekeeping Procedures

Includes but not limited to:

- Keep all exits and egress routes clear
- Assure all EXIT signage is illuminated
- NO storage under stairways
- Store flammable materials in a Fire Storage Locker

2. Internal Safety Inspection Program

- Monthly safety inspections shall be conducted
- Inspections shall be documented in a Logbook
- Inspections shall be in accordance with Chicago City Codes

3. Training

- Employees and Tenants shall be provided emergency procedures training not less than annually
- Training shall consist of but not be limited to:
 - Fire prevention strategies
 - Building evacuation procedures
 - Fire emergency procedures as described in the EAP

4. Special Operations (Cutting and Welding)

- Protective and preventative measures shall be taken whenever torch or cutting operations take place
- Contractors must be made aware of the procedures set forth in the Chicago City Code (Listed Below)

Chapter 15-26-470

Before any cutting or welding process, the floor shall be swept and, if of wood, shall be sprinkled with water. The scene of such work shall be inspected 30 minutes after every cutting or welding operation and all smoldering sparks extinguished. Extra gas cylinders shall not be stored in the same room in which a portable generator is used. Generators shall be cleaned and recharged and the air mixture shall be blown off outside of the building. Generators, when charged, shall not be moved by crane or derrick. When not in use they shall not be stored in any room in which open lights or fires are used unless free of carbide and thoroughly purged of gas. Storage rooms for portable generators shall be thoroughly ventilated. Cutting or welding operations shall not be carried out within 10 feet of any combustible material other than the floor. Generators shall not be placed where water will freeze. Salt or other corrosive chemicals shall not be used to protect against freezing. Not more than 1 cutting or welding flame shall be used with any portable generator unless permanently attached and piped as required under Section 15-26-480 for semi-portable installations.

Additionally, a minimum of one 4A/60BC rated fire extinguisher and one 2&1/2 gallon water pressure fire extinguisher will be within 15 feet of any welding operations. All welders, laborers and assistants shall be authorized to use a fire extinguisher as defined under 29 CFR 1910.157. Current training certificates shall be presented to the building management before work begins. Full compliance with any and all required permits, along with all applicable procedures found in NFPA 10 shall also be adhered to.

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Essential Building Information

Building Address

300 W Adams St. Chicago, IL is the address that should be reported to 911 in the event of an emergency. If time permits; Any other information about your emergency should be relayed to the 911 operator.

Emergency Telephone Numbers

Chicago Fire Department	FIRE	911
Chicago Fire Department	MEDICAL EMERGENCIES	911
Chicago Police Department	POLICE	911
Security -----		<u>312-553-4660 (1)</u>
Bldg. Engineers Office -----		<u>312-533-4662</u>
Bldg. Management Office -----		<u>312-920-0662</u>

Building Security

Security personnel are on the premises 24/7.

Emergency Communication System

The building is equipped with a public address system. In the event of an emergency, this system will be used to make instruction announcements to building occupants. In most situations, the Fire Department will direct such announcements as well as any evacuation order.

Fire Phones are located in each stairwell on Floors 5 & 10 in both stairwells where they communicate with the Communication Panel located inside the north wall of the lobby

Stairwells

The building has 2 interior stairwells marked **Northwest** and **Southeast** There is to the roof **FROM BOTH STAIRWELLS**

Northwest stairwell only has failsafe locks on 2, 7 9, 10 11 &12 SW stairwell is unlocked at all times (locks have been removed)

Emergency lighting is provided in the event of a loss of power.

Fire Escapes are located on the north side of the building

Elevators

The building has a total of 6 elevators, 5 in the Lobby bank and 1 Freight Elevator located in the Northeast corner of the building.

The Lobby bank services all floors between 1 and 12. Car 1 is a manually operated Freight Elevator that will not respond to Fire Service Recall automatically. Car 1 is not operated regularly and does not have an assigned employee operator. Car 1 will sound an alarm notifying the operator to return the car to floor 1 when Fire Service Recall is activated. Cars 2, 3, 4, and 5 are passenger cars that will respond automatically to Fire Service Recall and return to floor 1. Once recall is activated.

Car 6 is a freight elevator (Northeast corner of building) that services all floors between the Basement and Floor 12 and is a manually operated elevator with an assigned employee operator. Car 6 will not automatically respond to Fire Service Recall. Car 6 will sound an alarm notifying the operator to return the car to floor 1 when Fire Service Recall is activated.

In the event of an emergency evacuation, the elevators should NOT be used unless directed by the Fire Department. Upon arrival, the Fire Department will take control of all elevators in the building. All elevators will be immediately recalled to the lobby, bypassing all floors.

Signage

Exit signage is provided on all floors. **EXIT** signs indicate horizontal movement. **STAIRS** or **STAIRWELL** signs indicate vertical movement. Evacuation Route plans are also posted on each floor in the elevator lobby.

Egress Routes

It is essential that all building occupants be familiar with the layout of their floor and the location of all exits. Floor plans are posted on each floor near the elevators. Building occupants should familiarize themselves with the shortest and/or fastest route to an exit as well as an alternate exit should the primary exit be impassable.

Emergency Lighting and Power

An auxiliary power generator is on the premises to provide emergency power in the event of a primary power loss. Emergency power is only provided to fire protection systems, emergency lighting and exit lighting.

Sprinkler Systems and Standpipes

Building is 3/4th complete with automatic sprinklers

Fire Department standpipe connections and fire hoses are located in each stairwell on each floor. **These are for Fire Department use ONLY. DO NOT ATTEMPT to use a fire hose to extinguish any fire under any circumstance. In doing so you may injure yourself or others as well as create an impediment to egress.**

Emergency Procedures

Initiate the EAP

The Fire Safety Director or designee upon notification that an emergency has occurred in the building or in close proximity to the building, shall take the following actions:

- Report to the Fire Command Station and assume the role of the Building Evacuation Supervisor as soon as possible should evacuation become necessary.
 - Should Fire Command Station be affected by the incident, use an alternate communication method (e.g. phone, radio, verbal, bullhorn, etc.)
- If the Alarm Panel has been activated and no additional information has been received, make **announcement #1** from the pre-written announcements under TAB 24 in this EAP, to all floors that are showing an activated alarm.
- Ascertain what type of emergency has occurred.
 - Fire – **TAB 3**
 - Explosion – **TAB 4**
 - Severe Weather / Natural Disaster – **TAB 5**
 - Undetermined Emergency – **TAB 6**
 - Biological Incident – **TAB 7**
 - Chemical Incident – **TAB 8**
 - Nuclear Incident – **TAB 9**
 - Power Outage – **TAB 10**
 - Hostile Intruder – **TAB 11**
 - Suspicious Package / Bomb Threat – **TAB 12**
 - Elevator Emergency – **TAB 13**
 - Medical Emergency – **TAB 14**

Fire

The Fire Safety Director or designee, upon notification that a fire has occurred in the building, shall take the following actions:

- **Call 911**
- Ensure the Fire Command Station is manned.
- Obtain as much information as possible about the incident from the Fire Alarm Panel and other Emergency Evacuation Team Members, such as:
 - Location and extent of the fire.
 - Floor(s) being evacuated.
 - Evacuation routes being utilized and their conditions.
 - Stairwells being used for evacuation and their conditions.
 - Blocked egress routes or stairwells.
 - Reports of injured or trapped occupants.
- Begin making evacuation announcements using the one way communication system using **announcement #2** found in **TAB 23** with the following considerations:
 - Ensure that failsafe door locks have been manually unlocked.
 - Use pre-written announcements to ensure clear and concise instructions.
 - Begin by evacuating the fire floor and the two floors above the fire floor.
 - Instruct occupants to evacuate via the closest uncontaminated stairwell.
 - Deliver announcements slowly and clearly.
 - Repeat announcements 6 times.
 - ***After completing 6 repeated announcements on the fire floor and two floors above***, evacuate the 5 floors below the fire floor as per Chicago Municipal Code 13-78-080.
- Be attentive to EETM reports and changing conditions, and consider revised announcements.
- If time permits, shut down HVAC system.

Explosion

The Fire Safety Director or designee, upon notification that an Explosion has occurred in the building or in close proximity to the building, shall take the following actions:

- **Call 911**
- Ensure the Fire Command Station is manned.
- Obtain as much information as possible about the incident from the Fire Alarm Panel and other Emergency Evacuation Team Members, such as:
 - Location and extent of the incident.
 - Floor(s) affected by the incident.
 - Floor(s) being evacuated.
 - Evacuation routes being utilized and their conditions.
 - Stairwells being used and their conditions.
 - Blocked egress routes or stairwells.
 - Reports of injured or trapped occupants.
- If safe to do so, ensure the fire alarm panel is monitored for the possibility of fire as a result of any explosion.
 - If fire does occur, refer to the Fire EAP – **TAB 3**.
- Determine whether Shelter-In-Place, In-Building Relocation, Partial or Full Evacuation will best keep the occupants safe.
 - The location and severity of the incident will determine which action is most appropriate.
- Ensure that failsafe door locks have been manually unlocked.
- Begin making informational announcements as soon as possible to prevent mass evacuation.
- Announcements should include:
 - What has occurred.
 - Where it has occurred.
 - Which provision of the EAP is being implemented.
 - Shelter-In-Place
 - In-Building Relocation
 - Partial Evacuation
 - Full Evacuation

- Instructions to assist occupants with the chosen plan of action:
 - Evacuation routes to be used.
 - Assembly areas or re-entry floors.
 - Direct occupants to avoid windows.
- If time permits shut down the HVAC system.
- Continue to monitor available information about the incident and take appropriate actions.
- Continuously gather information and have available for first responders using the incident information form, located in the front pocket of this plan, to include:
 - Type of incident.
 - Location of incident.
 - Time of incident.
 - Actions being taken.
 - EAP provisions being implemented.
 - Announcements being made.
 - Evacuee assembly areas.
 - Location of persons in need of assistance.
 - Location(s) of known trapped occupants.
 - Number and extent of injured occupants.
- Always be aware of the possibility of a secondary event.
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.
- The FSD and EETM's must always take into account any official orders/instructions from authorities in charge of the incident.

Severe Weather/Natural Disaster Emergencies

The Fire Safety Director or designee, upon notification that a natural disaster may occur or has occurred, shall take the following actions:

- Attempt to determine the nature of the emergency.
- Ensure 911 is notified if:
 - The building has sustained severe damage.
 - Occupants have sustained injuries.
 - Evacuation of the building is necessary.
 - Assistance is necessary to mitigate the situation.
 - Fire or other emergency has occurred as a result of the event.
- If safe to do so, monitor the Fire Alarm Panel for the possibility of fire.
 - If fire does occur, refer to Fire EAP – **TAB 3**.
- Determine whether Shelter-In-Place, In-Building Relocation, Partial or Full Evacuation will best keep occupants safe.
 - The location and severity of the incident will determine which action is most appropriate.
- Ensure that failsafe door locks have been manually unlocked.
- Begin making informational announcements as soon as possible to prevent mass evacuation.
- Announcements should include:
 - What has occurred.
 - Where it has occurred.
 - Which provision of the EAP is being implemented.
 - Shelter-In-Place
 - In-Building Relocation
 - Partial Evacuation
 - Full Evacuation
 - Instructions to assist occupants with the chosen plan of action:
 - Evacuation routes to be used.
 - Assembly areas or re-entry floors.
 - Direct occupants to avoid windows.

- Continue to monitor available information about the incident and take appropriate actions.
- Continuously gather information and have available for first responders using the incident information form, located in the front cover of this plan, to include:
 - Type of incident.
 - Location of incident.
 - Time of incident.
 - Actions being taken.
 - EAP provisions being implemented.
 - Announcements being made.
 - Evacuee assembly areas.
 - Location of persons in need of assistance.
 - Location(s) of known trapped occupants.
 - Number and extent of injured occupants.
- Always be aware of the possibility of a secondary event.
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.
- The FSD and EETM's must always take into account any official orders/instructions from authorities in charge of the incident.

Undetermined Emergency

The Fire Safety Director or designee, upon notification that an undetermined emergency has occurred and a danger exists either inside or outside the building, shall take the following actions:

- Attempt to ascertain the nature of the emergency.
Ensure 9-1-1 is notified if:
 - The building has sustained severe damage.
 - Occupants have sustained injuries.
 - Evacuation of the building is necessary.
 - Assistance is necessary to mitigate the situation.
 - Fire or other emergency has occurred as a result of the event.
- If safe to do so, monitor the Fire Alarm Panel for the possibility of fire.
 - If fire does occur, refer to Fire EAP – **TAB 3**.
- Determine whether Shelter-In-Place, In-Building Relocation, Partial or Full Evacuation will best keep occupants safe until further assistance arrives.
 - The location and severity of the incident will determine which action is most appropriate.
- Begin making informational announcements as soon as possible to prevent mass evacuation.
- Announcements should include:
 - What has occurred.
 - Where it has occurred.
 - Which provision of the EAP is being implemented.
 - Shelter-In-Place
 - In-Building Relocation
 - Partial Evacuation
 - Full Evacuation
 - Instructions to assist occupants with the chosen plan of action:
 - Evacuation routes to be used or not used.
 - Assembly areas or re-entry floors.
- Continue to monitor available information about the incident and take appropriate actions.
- Continuously gather information and have available for first responders using the incident information form, located in the front cover of this plan, to include:

- Type of incident.
- Location of incident.
- Time of incident.
- Actions being taken.
 - EAP provisions being implemented.
 - Announcements being made.
 - Evacuee assembly areas.
- Location of persons in need of assistance.
- Location(s) of known trapped occupants.
- Number and extent of injured occupants.
- Always be aware of the possibility of a secondary event.
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.
- The FSD and EETM's must always take into account any official orders/instructions from authorities in charge of the incident.

Biological Incident

The Fire Safety Director or designee, upon notification that a suspected Biological incident has occurred in the building or in close proximity to the building, shall take the following actions:

- **Call 911**
- Ensure the Fire Command Station is manned.
- Obtain as much information as possible about the incident from the Fire Alarm Panel and other Emergency Evacuation Team Members, such as:
 - Location and extent of the incident.
 - Floor(s) affected by the incident.
 - Floor(s) being evacuated.
 - Evacuation routes being utilized and their conditions.
 - Stairwells being used and their conditions.
 - Blocked egress routes or stairwells.
 - Reports of injured or trapped occupants.
- If safe to do so, ensure the fire alarm panel is monitored for the possibility of fire as a result of any explosion.
 - If fire does occur, refer to the Fire EAP – **TAB 3**.
- If possible, try to isolate the incident area.
- Determine whether Shelter-In-Place, In-Building Relocation, Partial or Full Evacuation will best keep the occupants safe.
 - The location and severity of the incident will determine which action is most appropriate.
- Begin making informational announcements as soon as possible to prevent self or mass evacuation.
- Announcements should include:
 - What has occurred.
 - Where it has occurred.
 - Which provision of the EAP is being implemented.
 - Shelter-In-Place
 - In-Building Relocation
 - Partial Evacuation
 - Full Evacuation

- Instructions to assist occupants with the chosen plan of action:
 - Evacuation routes to be used or not used.
 - Assembly areas or re-entry floors.
 - Direct occupants to avoid windows.
 - Instruct occupants to cover mouths and noses with layers of fabric.
- If time permits shut down the HVAC system.
- Continue to monitor available information about the incident and take appropriate actions.
- Continuously gather information and have available for first responders using the incident information form, located in the front pocket of this plan, to include:
 - Type of incident.
 - Location of incident.
 - Time of incident.
 - Actions being taken.
 - EAP provisions being implemented.
 - Announcements being made.
 - Evacuee assembly areas.
 - Location of persons in need of assistance.
 - Location(s) of known trapped occupants.
 - Number and extent of injured/sick occupants.
- Always be aware of the possibility of a secondary event.
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.
- The FSD and EETM's must always take into account any official orders/instructions from authorities in charge of the incident.

Chemical Incident

The Fire Safety Director or designee, upon notification that a suspected Chemical incident has occurred in the building or in close proximity to the building, shall take the following actions:

- **CALL 911**
- Ensure the Fire Command Station is manned.
- Obtain as much information as possible about the incident from the Fire Alarm Panel and other Emergency Evacuation Team Members, such as:
 - Location and extent of the incident.
 - Floor(s) affected by the incident.
 - Floor(s) being evacuated.
 - Evacuation routes being utilized and their conditions.
 - Stairwells being used and their conditions.
 - Blocked egress routes or stairwells.
 - Reports of injured or trapped occupants.
- If safe to do so, ensure the fire alarm panel is monitored for the possibility of fire as a result of any explosion.
 - If fire does occur, refer to the Fire EAP – **TAB 3**.
- Determine whether Shelter-In-Place, In-Building Relocation, Partial or Full Evacuation will best keep the occupants safe.
 - The location and severity of the incident will determine which action is most appropriate.
- Begin making informational announcements as soon as possible to prevent mass evacuation.
- Announcements should include:
 - What has occurred.
 - Where it has occurred.
 - Which provision of the EAP is being implemented.
 - Shelter-In-Place
 - In-Building Relocation
 - Partial Evacuation
 - Full Evacuation

- Instructions to assist occupants with the chosen plan of action:
 - If possible, try to isolate the incident area.
 - Attempt to keep exposed people remote from uncontaminated people.
 - Evacuation routes to be used.
 - Assembly areas or re-entry floors.
 - Direct occupants to avoid windows.
 - Instruct occupants to cover mouths and noses with layers of fabric.
 - Instruct everyone to AVOID visible vapor clouds and/or areas where unconscious persons, dead animals or vegetation are located.
- If time permits shut down the HVAC system.
- Continue to monitor available information about the incident and take appropriate actions.
- Continuously gather information and have available for first responders using the incident information form, located in the front pocket of this plan, to include:
 - Type of incident.
 - Location of incident.
 - Time of incident.
 - Actions being taken.
 - EAP provisions being implemented.
 - Announcements being made.
 - Evacuee assembly areas.
 - Location of persons in need of assistance.
 - Location(s) of known trapped occupants.
 - Number and extent of injured occupants.
- Always be aware of the possibility of a secondary event.
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.
- The FSD and EETM's must always take into account any official orders/instructions from authorities in charge of the incident.

Nuclear Incident

The Fire Safety Director or designee, upon notification that a suspected Nuclear incident has occurred in the building or in close proximity to the building, shall take the following actions:

- **CALL 911**
- Ensure the Fire Command Station is manned.
- Obtain as much information as possible about the incident from the Fire Alarm Panel and other Emergency Evacuation Team Members, such as:
 - Location and extent of the incident.
 - Floor(s) affected by the incident.
 - Floor(s) being evacuated.
 - Evacuation routes being utilized and their conditions.
 - Stairwells being used and their conditions.
 - Blocked egress routes or stairwells.
 - Reports of injured or trapped occupants.
- If safe to do so, ensure the fire alarm panel is monitored for the possibility of fire as a result of any explosion.
 - If fire does occur, refer to the Fire EAP – **TAB 3**.
- Radiation travels in straight lines, consider sheltering below grade.
- Protect occupants with:
 - Time
 - Distance
 - Shielding
- Determine whether Shelter-In-Place, In-Building Relocation, Partial or Full Evacuation will best keep the occupants safe.
 - The location and severity of the incident will determine which action is most appropriate.
- Begin making informational announcements as soon as possible to prevent self or mass evacuation.

- Announcements should include:
 - What has occurred.
 - Where it has occurred.
 - Which provision of the EAP is being implemented.
 - Shelter-In-Place
 - In-Building Relocation
 - Partial Evacuation
 - Full Evacuation
 - Instructions to assist occupants with the chosen plan of action:
 - Evacuation routes to be used or not used.
 - Assembly areas or re-entry floors.
 - Direct occupants to avoid windows.
- If possible; shut down the HVAC system.
- Continue to monitor available information about the incident and take appropriate actions.
- Continuously gather information and have available for first responders using the incident information form, located in the front pocket of this plan, to include:
 - Type of incident.
 - Location of incident.
 - Time of incident.
 - Actions being taken.
 - EAP provisions being implemented.
 - Announcements being made.
 - Evacuee assembly areas.
 - Location of persons in need of assistance.
 - Location(s) of known trapped occupants.
 - Number and extent of injured occupants.
- Always be aware of the possibility of a secondary event.
- For an event occurring outside of the building, wind direction may impact evacuation routes and the use of assembly areas.
- The FSD and EETM's must always take into account any official orders/instructions from authorities in charge of the incident.

Power Outage

The Fire Safety Director or designee, upon notification that a power outage has occurred in the building, shall take the following actions:

- Notify the Building Engineer.
- Determine if any occupants are trapped in any elevators and if so their locations (Elevator Bank, Car and Floor Location)
- Call 911 to report any trapped passengers or other emergencies.
- Determine if the power outage affects only your building or surrounding buildings as well.
- Report the power outage to ComEd: 1-800-EDISON-1 (1-800-334-7661)
- Using the buildings One-Way Communication System to notify the building occupants of the situation. Instruct occupants to remain calm and listen for forthcoming instructions. *(Provided backup power operates the one-way communication systems in your building)*
- Should evacuation be ordered by an authority or become necessary, refer to Non-Fire Partial/Full Evacuation Procedures - **TAB 21**.

Hostile Intruder(s)

The Fire Safety Director or designee, upon notification that a hostile intruder is in the building, shall take the following actions:

- Protect yourself first.
- **Call 911** ASAP and report the situation, provide as much information as possible.
- Verbally warn occupants in the immediate area if they are in danger.
- The use of the buildings communication could benefit or put occupants in danger. Every situation is different and therefore know what tools are available to you and assess the situation as best as possible.
- Upon the arrival of the police department, provide them with the Pre-Fire and Emergency Plan.
- Tenants in your building should be encouraged to have a plan in place for their space.

Suspicious Package

The Fire Safety Director or designee, upon notification that a suspicious package is on the premises, shall take the following actions:

- Ensure 911 has been notified of the incident.
- Report as much information about the package as possible
- Instruct occupants in the vicinity of the package:
 - Not to touch or move the package.
 - Not to open the package.
 - To isolate the package and leave the immediate area.
- Consider holding an elevator car at the lobby level for the responding authorities.

Bomb Threat

The Fire Safety Director or designee upon notification that a bomb threat has been made for the building, shall take the following actions:

If you have received a bomb threat by way of a note, handle the note as little as possible and call 911.

If you receive a **phone call for a bomb threat** **use the information sheet provided for you in the back pocket of this plan** and gather as much information as possible. Remain calm and after the caller hangs up dial 911 or if possible instruct / signal a coworker to call 911 during the phone call.

- **Call 911**
- Consider whether Shelter-In-Place, In-Building Relocation, Partial or Full Evacuation should be implemented for the safety of the occupants.
- Ensure the Fire Alarm Panel is monitored for the possibility of fire as a result of any explosion.
- Should an explosion or fire occur, refer to the appropriate EAP section.

Elevator Emergencies

The Fire Safety Director or designee, upon notification that passengers have become trapped in a stopped elevator car(s), shall take the following actions:

- **Call 911** and notify Building Security.
- Establish communications with the stopped car(s).
 - Instruct passengers to:
 - Remain Calm
 - Verify that the STOP button is not depressed.
 - Report their location or last known location.
- Try to find out the following information:
 - Number of and location(s) of stopped cars.
 - Number of passengers in any stopped cars.
 - Any medical emergencies involving trapped passengers.
- If possible hold a working elevator car for the Fire Department to use upon their arrival.
- Assist the first responders and point out the location of the fire department key box upon their arrival.

Medical Emergencies

The Fire Safety Director or designee, upon notification that an occupant is in need of medical attention, shall take the following actions:

- **Call 911** and notify Building Security.
- Designate someone to stay with the patient until the CFD responds.
- Do not move the victim unless it is necessary for safety reasons.
- Note the patient's medical complaint and any pertinent information and provide to the Fire Department upon their arrival.
- Consider holding an elevator car at the lobby level for the Fire Department to use upon their arrival.
- Notify medically trained building staff (if any) for their assistance.
- Notify Building management.

Emergency Evacuation Team Members and Duties

Fire Safety Director

- The primary responsibility is to ensure the safety of all building occupants.
- Be familiar with the building's written EAP and evacuation procedures.
- Ensure that a system for notification of the Fire Department is in place, working, and is understood by all persons involved, both staff and tenants.
- Ensure that the building's Fire Command Station is manned in an emergency. Conduct operations in an emergency evacuation. Report to the Fire Department conditions including areas of refuge for people with assistance as well as location of the Fire Command Station. **Assume the role of the Evacuation Supervisor ASAP.**
- Ensure monthly and daily building safety inspections are being conducted to detect hazards, impediments to egress, or circumstances that may hinder firefighting/rescue operations.
- Ensure all Emergency Evacuation Team Members understand procedures for emergency evacuation and emergency evacuation drills.
- Assist in the assignment of Fire Wardens if required/recommended by the Municipal Code of Chicago pursuant to Section 13-78-050.
- Notify the person having responsibility for the building when any designated individual is neglecting his responsibilities contained in the Fire/Emergency Evacuation Plan.

Building Evacuation Supervisor (or designee.)

- During fire emergencies, the primary responsibility of the Building Evacuation Supervisor shall be to man the Fire Command Station, direct and execute evacuation as provided in the EAP and communicate all known information to the first arriving fire companies.
- Information to be reported to the Fire Department utilizing the incident information form, located in the front pocket of this plan, to include but not limited to:
 - Operation of the Fire Command Station
 - What floor(s) are being evacuated
 - Where the evacuees are to re-enter or assemble
 - What the nature is of the fire or emergency
 - Location of any persons needing assistance
 - Provide a copy of the Fire/Evacuation Plan to the Fire Department
- The Building Evacuation Supervisor's training and related activities shall be under the direction of the Fire Safety Director in accordance with the EAP.

Deputy Fire Safety Director

- Subordinate to the Fire Safety Director
- Perform the duties of the Fire Safety Director in his/her absence.

Fire Wardens and Evacuation Team Members

- Know the locations of all exits leading from occupied areas and attend all Fire Warden Seminar Trainings.
- Direct emergency evacuations and drills from their assigned floor in accordance with the Plan. *(Training will be provided in accordance with the Plan.)*
- Each Fire Warden/Evacuation Team Member shall be trained and familiar with the Fire/Emergency Evacuation Plan, along with the location and operation of any available fire alarm system.
- Be aware of persons who have self identified themselves as unable to use the stairs and in need of assistance due to physical disabilities and ensure that there is an updated listing of all such personnel provided to the office of the building. *2 assistants shall also be named and assigned to render assistance to such personnel in placing the individual in a safe area of rescue/refuge. When either or both assistants are not available on a given day, a substitution shall be made for that day.*
- If provided don Fire Warden Identification during any evacuation or drill.
- Ensure that all persons on the floor are notified of fire/evacuation and that all are evacuated to safe areas. A search must be conducted of lavatories to ensure all are out. Personnel assigned as searchers can promptly and efficiently perform this duty.
- In the event of a fire or fire alarm, the Fire Warden shall make a reasonable and safe attempt to determine the location of the fire and/or emergency, ensure that 9-1-1 has been notified and direct the evacuation of the floor in accordance with directions received or personal observations, considering the following guidelines:
 - Fire Wardens and/or Deputies shall make all reasonable attempts to notify all occupants.
 - Upon report and reasonable confirmation of fire or smoke, the Fire Warden shall assess the situation per his/her training and direct the evacuation on his/her floor to the safest stairwell or alternate egress unless directed differently by way of information received from the Evacuation Supervisor or directly from the Fire Department.
 - Evacuees should be directed to the closest uncontaminated stairwell for vertical evacuation..
 - The Fire Warden on the fire floor shall notify the Fire Command Station of particulars as soon as practical. Some of the information that should be reported to the Fire Command Station is as follows, but not limited to:

- An evacuation is underway
 - The nature of the emergency
 - The stairwell(s) being used for evacuation
 - Unaccounted for personnel
 - Locked or blocked egress routes
 - Persons in need of assistance
 - Where evacuees have been directed to re-enter
 - Rapidly increasing volumes of smoke or contaminate
- Fire Wardens shall at all times be alert to instructions from the Fire Command Station, Fire Safety Director or Fire Department.
 - The most critical areas for evacuation are the fire floor and the floors immediately above. Evacuation from other floors shall be instituted upon instruction from the Fire Command Station, the Fire Department or if conditions indicate such action is warranted.
 - After evacuation to a safe area, perform a head count to ensure that all regular occupants known to have occupied the floor have been evacuated and notify the FSD and/or the Fire Department of unaccounted for personnel.

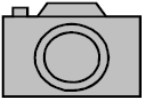
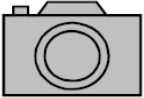
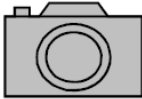

Contact Information

Emergency Contact Information

Building Contacts

300 W Adams Street, Chicago IL



	Fire Safety Director		Deputy Fire Safety Director
	Name: CT Raddatz		Name: A. Bingenheimer
	Title: Chief engineer		Title: Assistant engineer
	Hours: 6 AM to 2 PM		Hours: 10 AM to 6 PM
	Normal Location: Building wide		Normal Location: Building wide
	Phone: 312-553-4662 Cell: 312-296-2937		Phone: Cell: 312-446-0910
	Bldg. Evacuation Supervisor		Property Manager
	Name: Dave Duffin		Name: Roy Endsley
	Title: Director of security		Title: General manager
	Hours: 7 AM to 4 PM		Hours: 8 AM to 5 PM
	Normal Location: Lobby		Normal Location: Office of the building
	Phone: 312-553-4660 Cell: 312-446-2452		Phone: 312-920-0663 Cell: 219-617-3357
	 		
	Name: <input type="text"/>		Name: <input type="text"/>
	Title: <input type="text"/>		Title: <input type="text"/>
	Hours: <input type="text"/>		Hours: <input type="text"/>
	Normal Location: <input type="text"/>		Normal Location: <input type="text"/>
	Phone: <input type="text"/> Cell: <input type="text"/>		Phone: <input type="text"/> Cell: <input type="text"/>
	 		
	Name: <input type="text"/>		Name: <input type="text"/>
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	Normal Location: <input type="text"/>		Normal Location: <input type="text"/>
	Phone: <input type="text"/> Cell: <input type="text"/>		Phone: <input type="text"/> Cell: <input type="text"/>

Relocation and Evacuation Procedures

Shelter-In-Place

- Use Shelter-In-Place when the safety of occupants would be best served by having them remain at their work location. Such as an emergency:
 - That poses no immediate threat to the building.
 - That is directly outside the building contaminating the immediate surrounding area.
 - That occurs in an area of the building that prevents evacuation.
- Ensure 911 has been notified if whenever the EAP is implemented and report the following information:
 - Current situation/conditions.
 - EAP procedures being implemented.
 - Any illnesses or injuries.
- Make proper announcements via the One-Way Communication system using **announcement #3** found in **TAB 23**, followed by frequent updates on the status of the emergency.
- Consider limiting ingress to the building based on conditions.
- Discourage egress from the building until the exterior is declared safe by a Competent Authority (Fire Department, Police Department or other government agency).
- Consider shutting down the HVAC system to limit outside air intake if the conditions outside are suspected to be dangerous.
- Continue to monitor the available information about the incident and take appropriate actions as conditions change.

In-Building Relocation

- Use In-Building Relocation when the safety of occupants would be best served by relocating them away from the exterior windows of the building.
- Ensure 911 has been notified if whenever the EAP is implemented and report the following information:
 - Current situation/conditions.
 - EAP procedures being implemented.
 - Any illnesses or injuries.
- Manually unlock the failsafe lock system. *(if one is in place)*
- Make proper announcements via the One-Way Communication system using **announcement #4** found in **TAB 23**, followed by frequent updates on the status of the emergency.
- Areas to consider for relocation to:
 - Core of the building.
 - Elevator Lobby.
 - Bathrooms.
 - Any areas without exterior windows.
 - stairwells
- Consider limiting ingress to the building based on conditions.
- Discourage egress from the building until the exterior is declared safe by a Competent Authority (Fire Department, Police Department or other government agency).
- Consider shutting down the HVAC system to limit outside air intake if the conditions outside are suspected to be dangerous.
- Continue to monitor the available information about the incident and take appropriate actions as conditions change.

Non-Fire Partial/Full Building Evacuation –

(In-Building Emergency)

- **For ALL FIRE emergencies, refer to the Fire EAP – TAB 3**
- Use Non-Fire Evacuation when the safety of the occupants would be best served by evacuating the building.
- Call 911 and report the following information:
 - Current situation/conditions.
 - EAP procedures being implemented.
 - Any illnesses or injuries.
- Manually unlock the failsafe locking system.
- Begin making announcements *to the known affected floors first* via the One-Way Communication system using **announcement #5** found in **TAB 23**.
- Once the affected floors have been evacuated, consider evacuating the surrounding floors using **announcement #5** found in **TAB 23**.
- Evacuation should be conducted in an orderly manner.
 - If possible, evacuate no more than 3 floors at a time to prevent stairwell overcrowding unless more are necessary for the immediate safety of the occupants.
- If conditions permit, occupants shall be directed to leave the building and meet at a pre-determined location.
- If *Full Building Evacuation* becomes necessary, stagger the floors being evacuated to prevent stairwell overcrowding.

Non-Fire Partial/Full Building Evacuation –

(Outside Building Emergency)

- Use Non-Fire Evacuation for emergencies existing outside the building and not directly affecting the building **ONLY** when directed to do so by the Fire Department, Police Department or other government authority.
- Manually unlock the failsafe locking system. (*if one is in place*)
- Begin making announcements via the One-Way Communication system using **announcement #6** found in **TAB 23**.
- Evacuation should be conducted in an orderly manner, staggering the floors being evacuated to prevent stairwell overcrowding.
- If conditions permit, occupants shall be directed to leave the building and meet at a pre-determined location.
- If any emergency should arise during evacuation, ensure 9-1-1 is called to report the situation and implement the pertinent EAP.

Communication System Instructions

300 West Adams Fire Control Panel is located on the West wall of the room immediately behind the Lobby

One-Way Speaker announcements.

1. Select **EVAC** button
2. Press **Page to Evac**
3. Use Microphone to make announcement

ALL CALL EVAC Button - When pressed plays a continuous alarm sound

ALL CALL MESSAGE Button - When pressed plays a preprogrammed evacuation message to the entire building

Communications



300 W Adams Street, Chicago IL

One-Way Communications:	Yes	
One Way Communications Control Location:	Inside north wall of lobby	
Stairwell <u>Speaker</u> Coverage:	No	
Stairwell <u>Fire Phones</u> :	Guess	
Stairwell Fire Phone Locations:	Floors 5 and 10 inside both stairwells	
Building Radios:	Yes	Nextel
Radio Repeaters:	N/A	
Emergency Frequency:	N/A	
Alarm System:	Yes	ADT (building security will be notified at the same time as the fire department)
Annunciator Panel Location:	Inside north wall of lobby	
Alarm Panel Location:	Inside north wall of lobby	

WHEN ALARM PANEL IS ACTIVATED

1. May I have your attention please. This is the Building Evacuation Supervisor. A Fire Alarm has been received from your floor. If you are in danger, evacuate down immediately via the nearest uncontaminated stairwell. If there is NO emergency, would the Fire Warden or any Emergency Evacuation Team Member please contact the Security desk immediately.

Repeat 3X

WHEN FIRE EMERGENCY IS CONFIRMED

2. May I have your attention please. This is the Building Evacuation Supervisor. We have confirmed an emergency on Floor ____. We need all occupants on floors ____ and ____ to evacuate down the nearest uncontaminated stairwell, immediately. Do NOT use the elevators. Please evacuate to Floor ____ and await further instructions.

Repeat 6X

SHELTER IN PLACE

3. May I have your attention please. This is the Building Evacuation Supervisor. At this time we are advising all occupants of the building to Shelter in Place. Sheltering in Place is being advised because the present incident does not impact our building at this time and leaving the building is NOT recommended. We will continue to provide you with frequent updates.

Repeat 6X

IN-BUILDING RELOCATION

4. May I have your attention please. This is your Building Evacuation Supervisor. At this time we are advising all occupants of the building to relocate to an area away from any exterior windows. In Building Relocation is being advised because there is a risk of injury due to an incident taking place outside of the building. Leaving the building is NOT recommended at this time. We will continue to provide you with frequent updates.

Repeat 6X

WHEN NON-FIRE EMERGENCY IS COMFIRMED

(INSIDE BUILDING)

5. May I have your attention please. This is the Building Evacuation Supervisor. We have confirmed a non-fire emergency on Floor _____. We need all occupants on floors _____ and _____ to evacuate down the nearest stairwell immediately. Evacuate out of the building to your pre-determined meeting location.

Repeat 6X

WHEN NON-FIRE EMERGENCY IS COMFIRMED

(OUTSIDE BUILDING)

6. May I have your attention please. This is the Building Evacuation Supervisor. We have confirmed a non-fire emergency outside of this building. We need all occupants on floors _____ and _____ to evacuate down the nearest stairwell immediately. Please exit the building through the _____ exit. Evacuate out of the building to your pre-determined meeting location.

WHEN THE EMERGENCY IS OVER

7. May I have your attention please. This is the Building Evacuation Supervisor. The emergency situation on Floor ___ is over. The building is clear to return to normal business. Thank You.

Repeat 3X