

# 180 NORTH WABASH EMERGENCY INFORMATION

## **EMERGENCY TELEPHONE NUMBERS:**

Chicago Fire Department	911 (non-emergency: 312.744.6666)
Chicago Police Department	911 (non-emergency: 312.746.6000)
Paramedics	911
Building Management Office	312.577.7775
Security Desk	312.577.7775 ext. 5
Fire Safety Director: Karen Laurencell, Property Manager	312.577.7775 ext. 2 (in-house number) 312.343.2516 (wireless)
Deputy Fire Safety Director: Kelly Johnson, Chief Engineer	312.577.7775 ext. 4 (in-house number) 847.344.2814 (wireless)
Building Evacuation Supervisor: Jake Humay	312.577.7775 Ex. 4 (in-house number) 773.503.5253 (wireless)
Alternate: Valery Levitt	312.577.7775 Ex. 1 (in-house number) 423.400.9871 (wireless)

For full building evacuation please proceed to Millennium Park by Cloud Gate "The Bean" located on Michigan Avenue to the east of Washington Street and meet with your safety team for a head count.

## **EVACUATIONS AND THE EMERGENCY TEAM**

### **The Building's Fire Protection System**

*180 North Wabash's fire protection system includes the following:*

- Fully Sprinklered
- Smoke/Heat/Fire Detectors in all elevator lobbies with elevator recall
- Enclosed Stairwells
- Fire Extinguishers in South Stairwell
- Fire Hoses in North Stairwell
- New Fire Panel with Annunciator, water flow and tamper devices
- Voice Communication in corridors and tenant spaces exceeding 5,000 s.f.

### **FIRE PROCEDURES**

#### **General Information**

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

For full building evacuation please proceed to Millennium Park by Cloud Gate "The Bean" located on Michigan Avenue to the east of Washington Street and meet with your safety team for a head count.

In the event fire is detected, contact the Fire Department at 911 immediately and then notify the Management Office. The Fire Department will be directed to the fire floor. Remember; always touch a door before opening it. If it is hot, do not open the door, as there is fire behind it. Close all doors behind you. Most fires can be contained by simply closing doors and minimizing drafts.

## **Evacuation Drills**

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

## **Special Instructions for Persons with Disabilities**

Known "Persons with Disabilities" must be identified and considered prior to any emergency evacuation. It is necessary for Fire Wardens to notify the Management Office of any Persons with Disabilities who may require special assistance during an evacuation. A list must be maintained by the Fire Warden, distributed to the Management Office and updated as necessary on the "***Persons with Disabilities***" **Form** (Exhibit 13). Persons not requiring or providing assistance will be evacuated first. The assisted persons can then be evacuated without being bumped or pushed down, thus speeding their evacuation and avoiding injury. If there is evidence of Fire, Persons with Disabilities should be positioned near the fire exit stairs located farthest away from the fire. If fire conditions pose a personal threat, the Assistants will enter into the exit stairwell accompanying the Persons with Disabilities and wait for special assistance from the fire department. If danger is imminent and the fire department has not yet arrived, the Evacuation Team may assist in evacuating the Persons with Disabilities.

## **Basic Steps for Fire Prevention**

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

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

## **SEVERE WEATHER TORNADO/STORM/OTHER THREAT**

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

## **EARTHQUAKES**

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

### **During an Earthquake**

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

### **After an Earthquake**

- Check for injured and assist if possible. Do not move a seriously injured person unless they are in immediate danger.
- Inspect your floor for damage. Check for fires. Check for water leaks and electrical shorts. If you suspect an electrical short, DO NOT use matches or cigarette lighters or turn on electrical switches or appliances. If you smell a strong odor, contact the Management Office or Security (312.577.7775) immediately.
- Open doors carefully. Watch for falling objects.
- Wear shoes for protection from debris and broken glass.
- Stay away from windows/ glassed areas.
- Replace telephone receivers, in case the telephone system works. Use telephones for Emergency calls ONLY.
- Listen to radio for emergency reports.
- Do not spread rumors regarding the building condition, extent of damage and injuries. This may cause panic.
- Cooperate with the public safety officials.
- Be prepared for aftershocks.
- Notify the Management Office or Security of any damage to the building.

## **POWER FAILURE**

### **General Information**

In the event the building sustains a power failure, emergency lighting is available in the stairwells. The stairwell emergency lighting, life safety equipment, and one elevator is provided by the emergency generator that can operate for approximately eight (8) hours. All HVAC equipment, lights, receptacles, elevators and most telephone equipment will not be operational.

### **Procedure**

- The Management Office will contact the electric company to attempt to find out the cause of the outage and the anticipated duration of the outage.
- Tenant Fire Wardens and the Emergency Team meet in the elevator lobby to determine if people are trapped in the elevators. If people are trapped, the Tenant Fire Warden should ascertain to the best of their knowledge if any injuries occurred. Notify Security or the Management Office immediately of the entrapment, location and status of the trapped individuals.
- The Elevator Monitor is requested to stay in contact with the trapped individuals until assistance arrives. Reassure them that assistance is on the way.
- If the power is not restored after 15 minutes, the Management Office will provide information and direction to the tenants through the building audio address system.

- If the electric company does not know how long the power will be out, or if power will be out for longer than one hour, the building may need to be totally evacuated.
- If total evacuation is necessary, it is conducted according to the Fire Procedures. (For greater detail on the Fire procedure, refer to the Fire section of this guide).

## **MEDICAL EMERGENCIES**

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

### **Procedure**

- The person who discovers the emergency must call 911.
- Provide your name, your company name, the building address, suite number, phone number and the nature of the problem.
- Call the Management Office at (312.577.7775).
- The Management Office will direct the emergency personnel to the medical emergency. Security will call and hold an elevator in the lobby awaiting emergency personnel.
- It is crucial that the injured person is not moved. Try to keep the injured person comfortable without moving him/her.

## **FLOODING**

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

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