

# TENANT FIRE LIFE SAFETY MANUAL



ONE SOUTH WACKER

# **EMERGENCY PROCEDURES**

## **ONE SOUTH WACKER**

### **EMERGENCY TELEPHONE NUMBERS**

**Police/Fire/Ambulance ----- 911**

**Office of the Building ----- (312) 815-5061**

**Chicago Police Department District 1 ----- (312) 745-4290**

**Police Department Non Emergency ----- 311 or (312) 744-4000**

**Fire Department General Information ----- (312) 744-4755**

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A. **INTRODUCTION**

Protection of your employees and the Building is at the forefront in the minds of the Management Team at One South Wacker. We feel that by communicating with you about your role in One South Wacker's life safety program, we can eliminate or reduce the risk of life threatening situations.

This Section provides valuable information to ensure maximum protection for your employees. It should be read carefully by key managers and designated Safety Team members in your office. It is essential that these procedures are fully understood and followed should an occasion arise.

In the event of an emergency, the safe and rapid evacuation of the affected area is the responsibility of the Tenant and the individual employee. It is imperative that each employee become familiar with the procedures described on the following pages. If there are any questions, please call the Office of the Building - **(312) 815-5061** - before an emergency arises!

We have prepared the Emergency Procedures Manual to outline the procedures for tenants of One South Wacker. Additional training sessions are provided on a continuing basis, and evacuation drills are held semi-annually.

We are pleased to have you as a tenant, and hope that you will put forth the effort necessary to enhance the safety and security of all of us at One South Wacker. Thank you for your cooperation.

## **B. BUILDING/TENANT FIRE SAFETY**

### Introduction

Fire is perhaps the most common and most frightening safety hazard. To combat this hazard effectively, a thorough knowledge of the building safety features, escape routes and fire and evacuation procedures is required.

When a fire occurs responses need to be automatic and exact. The information and programs outlined in this section in combination with fire drills will provide maximum safety in the event of a fire.

### Building Fire Safety Features

1. One South Wacker is a 40 story concrete structure with an all glass curtain wall, designed to inhibit the spread and minimize the effects of fire on a building's structure.
2. Fire detection signaling devices used in the Building include flow switches, pull stations, heat detectors, and smoke detectors. Upon initiation of any of these devices an alarm will be delivered to the engineers office, security desk and an off-site fire alarm monitoring company. Engineering and security will then follow their Fire Life Safety Emergency Procedure Plan.
3. Type ABC (multi-purpose) fire extinguishers are located throughout the building in every stairwell. Tenants should become familiar with the exact location and proper use of these devices.
4. Stairwell doors must not be blocked open because this allows the spread of fire or smoke into the exit stairwells. Tenants should become familiar with the location of all exit stairwells on their floor.
5. One-way voice communication. The Emergency Voice Communication System is zoned (by floor and stairwell) to allow the user to communicate by voice or tone any zone or all zones, as determined by the selection made at the voice command panel.
6. Two-way fire fighters phone systems. The two-way phone system located every five floors in the stairwell (5, 10, 15, 20, 25, 30, 35, 40) provide communication between the user and the building master control panel. Stairwells and emergency exits are highlighted on the following pages.

### Recommended Fire Safety Features for Tenant Suites

1. Tenants should make arrangements to protect areas such as computer rooms, mailrooms, and duplicating and storage areas with fire-rated enclosures and fire extinguishers. If the size or value density of these areas is large, smoke detectors should be considered.
2. Tenants should take steps to safeguard their businesses from the effects of a fire in the Building by protecting vital documents and company records. This can be done by off-site storage of duplicate records, or fire-resistant storage areas. The specific method of protection will depend on the size and nature of the material involved.

### Tenant Emergency Responsibilities

The following pages give specific information on items that should be included in your Fire Safety Program. It also gives detailed instructions on what to do in the event of a fire and demonstrates the important role the Tenant Safety Coordinator plays.

### Tenant Safety Coordinator

Each tenant should appoint a Tenant Safety Coordinator and one Alternate for every 50 employees. Full-floor and multi-floor tenants may require multiple Safety Coordinators and Alternates. The people chosen should be individuals who rarely travel and who are familiar with the names and faces of all employees in your office. One Safety Coordinator should be responsible for receiving information from the Office of the Building regarding training and drills and conveying it to any Fire/Life Safety Team members within your office, and the development and implementation of the tenant's fire safety program. This program should include:

- a. Development of evacuation plans.
  - Familiarize employees with the location of all exit stairwells.
  - Inform employees as to who is responsible for the order to evacuate.
  - Inform the Office of the Building and your floor's Disabled Person Assistors of all handicapped people who might require assistance during evacuation.
- b. Training of employees in emergency response procedures upon discovery of a fire in the tenant suite.
- c. Practice of emergency procedures to assure familiarity with

individual responsibilities. The Office of the Building is available to assist you in organizing training sessions for your designated employees.

On a multi-tenant floor, the Tenant Safety Coordinator works with the Floor Warden to develop a Fire Life Safety Team. In most situations, the Tenant Safety Coordinator is a member of the Fire Life Safety Team.

### Fire Life Safety Teams

Each tenant should have a Fire Life Safety Team which should consist of reliable individuals, respected by the other employees within each firm, and capable of providing guidance in the event of a fire or other emergency. These individuals should rarely travel and be familiar with the names and faces of all the other team members.

### Team Responsibilities

The ideal team should consist of the following personnel:

- (1) Floor Warden
- (1) Assistant Floor Warden
- A Search Monitor from each suite or for a full floor tenant (8)  
Search Monitors (evenly divided, male/female, for a total of four teams, one for each quadrant of the floor)
- (2) Stairway Exit Monitors
- (2) Disabled Person Assistors/Bathroom Searchers
- (2) Elevator Monitors

The roles of Floor Warden, Search Monitors and Disabled Person Assistors must be filled first. Personnel on the Team may assume more than one responsibility in order to assure that all positions are filled.

All supervising personnel must be familiar with this manual so that they can assume the responsibility of any unavailable team member.



### The Floor Warden

Is responsible for the development and implementation of your floors Fire Life Safety Program. This Program would include:

1. Thorough understanding of the Emergency Procedures Manual, location of exits, fire alarms and fire extinguishers.
2. Development of evacuation plans, assignment of evacuation responsibilities, arranging meetings with other team members on your floor, and practice of emergency procedures.
3. Develop a specific "Emergency Plan" for their floor and review it periodically. Stay abreast of current team members, working with suite Tenant Safety Coordinators to notify the Office of the Building of changes in personnel.
4. In an emergency situation, assume control of their floor and ascertain the location of the fire/emergency. Select the safest means of exit on the basis of this information.
5. Notify all occupants of the floor.
6. Verifying the completion of evacuation for each suite.

### Assistant Floor Warden

Responsible for completing duties as assigned by the Floor Warden and acting as Floor Warden in his/her absence following the guidelines as mentioned above.

### The Search Monitors

Each suite should be represented by at least one Search Monitor. Search Monitors duties include:

1. Search Monitors physically search all rooms.
2. Search Monitors see that all doors are closed to prevent fire, and mark to indicate status of search.
3. Search Monitors report the clearing of an area/floor to their Floor Warden or Assistant Floor Warden.

### The Stairwell Exit Monitors

Stairwell Exit Monitors station themselves at assigned locations, ensuring that the stairwell is safe to use. They will keep assigned stairwell doors open, directing the movement of occupants toward the exits to prevent congestion and panic. The Stairwell Exit Monitor will also:

1. Remain at their station until all occupants of the floor, including the remaining team members, have been evacuated.
2. Receive confirmation from the Floor Warden or the Assistant Floor Warden that the floor has been cleared.
3. Once the floor has been completely evacuated, they would close the stairwell door and proceed down the stairwell to their designated assembly points confirming the floor is all clear to the Floor Warden.

### The Disabled Person Assistors/Bathroom Searchers

Disabled Person Assistors/Bathroom Searchers have two major functions. The first being they would help the permanently or temporarily disabled. The second and equally important function is to physically search all restrooms on the floor or assigned quadrant and reporting to the Floor Warden that the restrooms are clear.

1. They should know the locations of the disabled person(s) to be assisted and their disability.
2. Assist in removing them from their location to a safe, designated evacuation area.
3. Know what equipment may be needed in order to assist them and the location of such equipment.
4. Know how to properly carry a disabled person.
5. Ensure that crutches or wheelchairs are not left in the stairwells endangering personnel during evacuation.
6. Report to the Floor Warden the location of any disabled persons so the Floor Warden may notify the Fire Department.

### The Elevator Monitors

1. Elevator Monitors will report to their designated elevator lobby and make sure the elevators are not used while directing the evacuation towards the stairwells.
2. Elevator Monitors will receive confirmation from the Floor Warden or Assistant Floor Warden that the floor has been cleared. The Elevator Monitors will then go to the nearest stairwell and proceed to the designated assembly point.

### Team Member Replacement

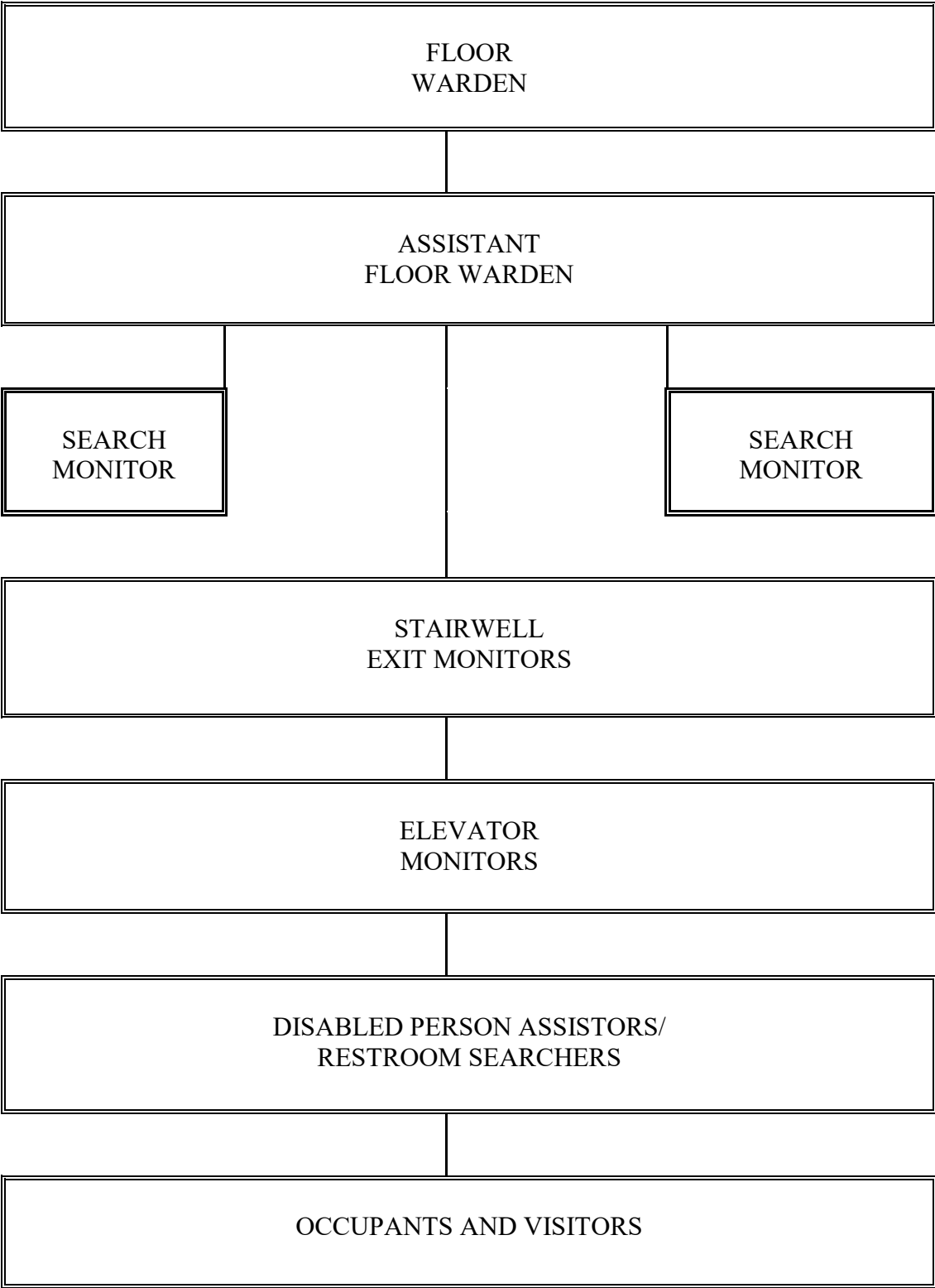
Each tenant is responsible for providing replacements for their retiring or absent team members.

If the Floor Warden resigns, transfers or is no longer able to fulfill his/her responsibilities, he/she must:

1. Instruct the Assistant Floor Warden to assume his/her duties and responsibilities during the interim until a new Floor Warden is designated.
2. Ensure that the replacement is familiar with the responsibilities of the position by facilitating the training of the replacement.

Strict adherence to replacement procedures will ensure that all members of the Fire/Life Safety Teams are trained and prepared to handle any emergency. Floor Wardens and team members will be visible and easily identified by bright orange vests.

**FIRE LIFE SAFETY TEAM STRUCTURE**



## Tenant Evacuation Procedures

In most instances when evacuation of an area is required, only the fire floor and three floors immediately above and four floors immediately below will need to be evacuated. (The second floor below will be used as the Fire Department's Command Post). In order to ensure a clear, uninhibited entry for the Fire Department into the building and to the fire area, it is extremely important that all tenants evacuate in the precise manner and to the exact area designated by the Building's General Manager, Floor Warden, or Fire Department. The following evacuation procedures should be observed:

1. Listen for the order to evacuate over the building's annunciation system.
2. Tenant Safety Coordinator should inform any members of the Fire Life Safety Team of the evacuation and to take their designated places.
3. You will not be allowed back into the suite until the Fire Department decides it is safe to re-enter.
4. Before opening any door to the corridor, check the door and doorknob for heat. If it is warm, stay in your office and caulk around the door seams using wet towels or "duct" tape. **DO NOT OPEN THE DOOR!** Find another exit to the corridor.
5. If both your door and doorknob are cool, and you leave your office:
  - a. Check for smoke in the corridor.
  - b. When smoke is present, cover your mouth and nose with a wet handkerchief or cloth and stay low. Crawling is recommended since clean air is closest to the floor.
  - c. Everyone should proceed quickly, but calmly to the nearest stairwell as directed by the Floor Warden or Stairwell Monitors. **DO NOT RUN!** All the stairwells are constructed with fire-resistant materials to provide safe evacuation for building occupants.
  - d. **DO NOT PANIC!** Panic is the most harmful and most difficult element to control in an emergency. Avoiding panic is accomplished through the following steps:
    - i. Knowledge of procedures which must be followed.
    - ii. Confidence in the Fire Life Safety Team's ability and guidance.
    - iii. Calmness and self-confidence of responsible personnel.
  - e. **DO NOT USE THE ELEVATORS!**

- f. Check stairwells for smoke.
  - g. If the corridor is smoke filled, **RETURN TO YOUR OFFICE.**
  - h. Evacuate to the exact area designated by the Building's General Manager, Floor Warden or Fire Department.
6. The Search Monitors should walk the suite to assist employees and make sure everyone is aware of the evacuation order. While walking the suite he/she should check each enclosed office then tag and close the door without locking it. This will help to confine any fire until the arrival of the Fire Department.
  7. Form a single-file line at the stairwell exit door and proceed calmly and quietly down the staircase on the right side to the floor designated in the evacuation instructions. No one, however, should open any door without first checking to see if it is hot. If the door is hot, there is undoubtedly a fire on the other side. Proceed down the staircase and to the designated rendezvous floor.
  8. Conversation should be kept to a minimum. Everyone should stay in a single-file line on the right side of the staircase. The Fire Department Personnel usually travel up on the left side.
  9. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by Fire Department officials.
  10. During evacuation, handicapped persons should be helped into the stairwells by the Disabled Person Assistors.
  11. Upon arrival at the rendezvous floor, everyone should remain in the prearranged corridor area. No one should wander about the floor or leave the floor unless directed to do so by the Fire Department.
  12. The Search Monitors or Tenant Safety Coordinator should proceed to take a head count to determine if anyone is missing from their office. This information should be relayed to the Floor Warden at the rendezvous floor.

**If evacuation of an area is not possible because all escape routes are blocked by fire or thick smoke, the following procedures should be observed:**

1. Move as far away from the fire as possible. Close all doors and transoms as you go. Every closed door between you and the fire provides a barrier against smoke.
2. If a phone is accessible, call the Fire Department, 911, then call the Office of the Building - (312) 815-5061 - with your precise location.
3. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
4. Hang a cloth or other signal in the window to attract the attention of firemen.
5. **DO NOT BREAK THE GLASS.** An open window may draw smoke into the area. If the glass has been broken, there will be no way to stop the smoke from entering the room.

Discovering Fire/Smoke

1. As the emergency situation dictates, use the pull alarm. The pull alarm notifies Building Engineers through an alarm monitoring service.
2. Call the Fire Department (dial 911). Report the location - One South Wacker, the floor, your name and your phone number. Then contact the Office of the Building (312) 815-5061.
3. When an alarm sounds, listen for any announcements via the building's emergency public address system.
4. Never use an elevator during a fire emergency!! Smoke could enter the elevator shaft and asphyxiate the occupants. Also, elevators could be "called" to the fire floor by heat/fire activating the call button.
5. Feel the door that leads from your office to the corridor before opening it. If it is hot or smoke is seeping in, do not open. If you become trapped in your office, keep the door closed and put an article of clothing down to seal the door frame. Call the Fire Department.

6. If the door feels cool, open cautiously. Close the door **immediately** if the hall is smoke infested or if you feel heat pressure against the door. If hall is clear, proceed with safety/evacuation plan.
7. If caught in smoke or heat, crawl under the smoke where the air quality is better. Take short breaths through nose until you reach a safe area/exit.
8. If you have to call the Fire Department:
  - a. Know the **street address** of the building.
  - b. If you are trapped, stay calm. Describe your exact location.
  - c. **Stay on the phone** until the dispatcher tells you to hang up.

### Training

Training provided by One South Wacker Drive Management will cover:

1. Reporting a fire.
2. The rating of fires.
3. The various systems in the building pertaining to safety and evacuation.
4. The different types of fire extinguishers utilized at One South Wacker drive.
5. A review of the functions of the Fire/Life Safety Team.  
This will enable the individual employees and new team members to understand how the overall program functions. After receiving initial training, each team should meet to formulate a specific emergency plan for their floor. Periodically, and after re-organization of a team, this plan should be reviewed by the Team Warden to ensure that a viable plan is still in place for the floor.

Fire/Life Safety Team members and Tenant Safety Coordinators should ensure that all personnel in their suites receive instruction in:

1. Emergency procedures.
2. General safety precautions.

### Developing an Emergency Plan

The following questions may serve as a starting point for Team Wardens and members.



1. Are you aware of your exact responsibilities in your floor's emergency plan?
2. Do you know all personnel, and do they know what is expected of them?
3. Do all personnel understand how to conduct themselves during evacuation and the location of the assembly points? **(Elevators must not be used during evacuation!)**.
4. If you were required to evacuate your area, could you determine that all the employees were evacuated and accounted for?
5. If it is impossible for you to know all the employees for whom you are responsible, have personnel been assigned this duty?
6. If it becomes necessary to inform employees not to come to work, do you have a list of names and home phone numbers?
7. Do you have designated assistants/alternates if you are absent?
8. Are these assistants/alternates aware of all the details to implement the plan?
9. Are your assistants familiar with primary and alternative evacuation routes? Do they know where the stairwells are and what hazards might be encountered in using them?
10. Do you have an alternate evacuation plan if the primary one is unusable?
11. Have you coordinated floor plans through Building Management to avoid congestion on evacuation routes?
12. Do you know the designated interior/exterior assembly points away from the area of possible danger? Do you know the route to take to these areas?
13. Who will verify that all employees have left the work area and arrived safely at the assembly point?
14. Who will determine the action to take if your employee count is incomplete?
15. Are arrangements made for the safekeeping of currency, checks

and vital work in progress in your areas? Who has been assigned a supervisory role to verify that these items are secured in an emergency?

16. Is your plan current? Does it take into consideration remodeling, alterations to the physical building and changes in personnel?

### Types of Fires

The two most common types of fires in office suites and buildings are (1) the accidental fire caused by carelessness or equipment malfunction; and (2) the incendiary or suspicious fires.

- Class A - Fires in such ordinary combustibles as paper, wood, cloth, rubber, textiles, and many plastics.
- Class B - Fires in flammable liquids such as grease, oil, paint and gasoline.
- Class C - Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, extinguishers for Class A fires may be used safely.)
- Class D - Fires in combustible metals, such as magnesium, titanium, zirconium, etc.

Multi-purpose "ABC" extinguishers can be purchased to handle all classes of office fires. They can, however, cause extensive damage to electronic equipment, perhaps even more than a fire. However, a fire in electronic equipment will almost always require the use of an "ABC" rated fire extinguishers. "A" because there is likely to be paper nearby, and "C" because it is electrical equipment. "B" will not be required but you cannot buy an "AC" rated fire extinguisher.

Arrangements with One South Wacker Management should be made to protect areas such as computer rooms, mail rooms, and duplicating and storage areas with fire-rated enclosures and fire extinguishers. Depending on the size and value of these areas, smoke detectors are recommended.

### Fire Prevention Tips

1. Make sure all cigarettes and cigars are thoroughly extinguished before throwing into the wastebaskets. Also do not leave lit cigarettes and cigars unattended.
2. Unplug electrical appliances like coffee pots or water heaters when not in use.
3. Arrange for proper use and storage of adhesives, cleaning fluids, and other flammable liquids and, where possible, substitution of less flammable products.
4. Eliminate extension cords where possible, by providing more power outlets or relocating some electrical equipment. Extension cords should **NEVER** be placed in walk paths as this can cause serious accidents as the result of tripping.
5. Space heaters are not permitted in the building.
6. Make sure the power is shut off on all office equipment such as typewriters, display writers, calculators, computers, etc. at the close of the business day.
7. Provide adequate ventilation for office equipment like copying machines, printers or computer.

### Sample Emergency Evacuation Announcements

The building's annunciation system, when activated, sounds an intermittent loud beep, which is interrupted when an announcement is being made. You may hear an announcement resembling the following:

#### **Evacuating Floor**

"Your attention, your attention please. We have a building incident on the (floor). Members of the Fire/Life Safety Team assume your duties for the evacuation of the following floors: (Usually the incident floor, the three above and the four below). All other personnel move toward the nearest exit. **DO NOT USE THE ELEVATORS.** Please move quickly and quietly. Listen to the Safety Team members."

## **Receiving Floor**

"Your attention, your attention please. We have a building incident on the (incident floor). The following floors have been designated as receiving floors: (pertinent receiving floors). Members of the Fire/Safety Team assume your duties. Prepare to receive personnel from the above evacuating floors. We ask that all other occupants other than the Safety Team members to please stay within your suite."

### **C. BOMB THREAT INFORMATION**

#### **General Information**

The most common threats are made by direct telephone calls to a company or the Chicago Police Department. However, some threatening calls are made to third parties, particularly television studios and newspaper offices.

There are two reasons for a caller to report that a bomb is to go off at a particular location:

1. The caller knows that an explosive or incendiary device has been or will be placed in the Building and wants to minimize personal injury. The caller may be the person who planted the device, or just someone who is aware of such information.
2. The caller wants to create an atmosphere that spreads panic and disrupts normal business activity. This could be the ultimate goal of the caller.

#### **Suspicious Items**

1. Letters that are unusually bulky or heavy.
2. Parcels or envelopes with chemical or oil stains.
3. Parcels or envelopes without a return address.
4. Parcels or envelopes with foreign postmarks.
5. Parcels or envelopes that simply do not look or feel ordinary.

#### **Don'ts**

1. **DO NOT** handle the item.
2. **DO NOT** attempt to open the parcel.
3. **DO NOT** place the parcel in water.
4. **DO NOT** remove any binding material.
5. **DO NOT** pull or cut any material that protrudes.

### Bomb Threat Received By A Tenant

Should a bomb threat be received by a tenant, the following guidelines should be used:

1. Follow the checklist on the final page of this section. Try to obtain as much information as possible. Be prepared to relate this information to the police when they arrive.
2. Immediately call the Chicago Police department- 911. If possible, have a second individual call the 911 while the bomb threat call is still in progress. Notify the Office of the Building- (312)815-5061, after notifying the police.
3. The Police Department will take charge of the situation and order an evacuation if necessary.
4. Be alert for any unfamiliar people and/or objects to point out to the police upon their arrival. **DO NOT** touch or handle any suspected object.
5. The Tenant Safety Coordinator, accompanied by the police, will make a complete search of the suspected areas. It will be the responsibility of the Tenant Safety Coordinator to identify any suspicious items or packages which do not belong in the suite.

### Bomb Threat Received By The Office of the Building

In the event that a bomb threat is received by the Office of the Building, the following guidelines will be observed:

1. The Police Department will be notified immediately.
2. The Tenant Safety Coordinator in the affected area will be informed of the situation. The Police Department will give the order to evacuate if necessary.
3. Tenants should be alert for any unfamiliar people or objects to point out to the police. **DO NOT** touch or handle any suspected objects.
4. The Tenant Safety Coordinator, accompanied by the Police Department, will make a complete search of the suspected areas. It will be the responsibility of the Tenant Safety Coordinator to identify any suspicious items or packages which do not belong in your suite.
5. If the bomb threat is received against the Building, and not a specific floor or building, all public access areas, beginning with the most accessible will be searched.

## Tenant Evacuation

The Police Department will have the responsibility of deciding whether a tenant suite should be evacuated. If you are ordered to evacuate, all the following steps should be followed:

1. The order to evacuate is given.
2. The Tenant Safety Coordinator should inform any Fire Safety Team members within your office to take their appropriate places.
3. Everyone should proceed quickly, but calmly, to the nearest stairway exit. **DO NOT RUN!**
4. The Search Monitor should walk the suite to assist employees and make sure everyone is aware of the evacuation order leaving all doors open.
5. Evacuation, depending upon the size and type of explosive device, is normally four floors below and three floors above the bomb. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Police Department.
6. Upon arrival at the rendezvous floor designated by the Office of the Building, everyone should remain in the pre-arranged corridor area. No one should wander about the floor or leave the floor unless directed to do so by the Police Department.
7. The Search Monitor or Tenant Safety Coordinator should proceed to take a head count to determine if anyone is missing from their office. If someone is missing, this information should be relayed to the Floor Warden at the rendezvous floor.

Bomb Threat/Nuisance Call Check List

At \_\_\_\_\_ AM/PM, a telephone call was received at telephone number \_\_\_\_\_, extension. The following message was received:

1. ***TRY TO GET THE CALLER TO REPEAT THE MESSAGE*** (I'm sorry, would you say that again, please?")
2. ***DO NOT INTERRUPT THE CALLER WHILE HE/SHE IS TALKING.***
3. ***TRY TO KEEP THE CALLER TALKING!*** (Use your imagination - try to act natural.)

Questions to ask caller:      **What** does the bomb look like?  
    **When** is the bomb going to explode?  
    **Where** is it right now?  
    **What** kind of bomb is it?  
    **What** will cause it to explode?  
    **Did** you place the bomb?  
    **Why**?  
    **What** is your address?  
    **What** is your name?

4. ***CALL DESCRIPTION OF CALLER:***

GENDER \_\_\_\_\_, RACE \_\_\_\_\_, AGE \_\_\_\_\_, LENGTH OF CALL \_\_\_\_\_

CALLER'S VOICE	BACKGROUND NOISES
<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Excited <input type="checkbox"/> Slow <input type="checkbox"/> Rapid <input type="checkbox"/> Soft <input type="checkbox"/> Loud <input type="checkbox"/> Laughter <input type="checkbox"/> Crying <input type="checkbox"/> Normal <input type="checkbox"/> Slurred Other: _____	<input type="checkbox"/> Nasal <input type="checkbox"/> Stutter <input type="checkbox"/> Lisp <input type="checkbox"/> Raspy <input type="checkbox"/> Deep <input type="checkbox"/> Ragged <input type="checkbox"/> Cleared throat <input type="checkbox"/> Deep breathing <input type="checkbox"/> Crackling voice <input type="checkbox"/> Disguised <input type="checkbox"/> Familiar Other: _____
	<input type="checkbox"/> Street <input type="checkbox"/> Noises <input type="checkbox"/> Crockery <input type="checkbox"/> Voices <input type="checkbox"/> P/A System <input type="checkbox"/> Music <input type="checkbox"/> House <input type="checkbox"/> Distance <input type="checkbox"/> Motor Other: _____
	<input type="checkbox"/> Factory <input type="checkbox"/> Machinery <input type="checkbox"/> Animal <input type="checkbox"/> Noise <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Long <input type="checkbox"/> Phone booth Other: _____

***THREAT LANGUAGE:***

\_\_\_\_\_ Well Spoken (educated)      \_\_\_\_\_ Incoherent      \_\_\_\_\_ Foul      \_\_\_\_\_ Taped      \_\_\_\_\_ Message  
 Read by Threat Maker                      \_\_\_\_\_ Irrational

THIS REPORT PREPARED BY: \_\_\_\_\_

## C. ONE SOUTH WACKER SECURITY

### General Information

Security plays an extremely important role in the overall smooth operation of One South Wacker. Good security protects the Building against carelessness, negligence, malicious mischief, theft, safety hazards, sabotage and fire.

Normal entry hours at One South Wacker are from 7:00 a.m. to 6:00 p.m. Monday through Friday. During and after regular building hours, all persons must use a building access card to operate the turnstiles and gain access to the building elevators. After-hours access to the Building is limited to the West entrance of the building (on Wacker Drive). For your further protection, security officers are not permitted to accept any deliveries unless specific arrangements have been made with the Office of the Building. All deliveries should be scheduled during normal business hours.

In special cases where you have vendors or contractors (carpet cleaning, installation of computer equipment, etc.) coming in after hours or on the weekends, you must notify the Office of the Building in advance by submitting a Building Engines Work Order stating who (name of the company and individual, if possible) will be coming, the date, and the approximate time. Also please include a brief description of what work that will be performed. Please inform the individual(s) to carry some form of identification to present to Security personnel on duty.

As hard as we try, there are still occasions when we may need to escort an unwanted visitor from the Building or to investigate a theft. The inconvenience caused by these situations can be minimized if the procedures above and on the following pages are observed.



## Tenant Security Responsibilities

Remember that the best way to improve security is for each tenant in the Building to **take an active role** - just as you would in the neighborhood where you live.

1. Make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on the weekends.
2. Do not hesitate to report any suspicious or disorderly individuals to the Office of the Building - (312) 815-5061. One South Wacker security will escort them from the Building.
3. Solicitation is not permitted in the Building, and any individual who enters your office for this purpose should be reported to the Office of the Building immediately. One South Wacker security will escort them from the building.
4. Inform the Office of the Building of any building keys which are lost. This includes keys to your suite, restroom keys and storeroom keys.
5. To enhance the security of One South Wacker, a building access card must be used at the turnstiles for an individual to gain access to the Building during non-business hours. When an employee departs from your employ, it will be necessary to confiscate his/her entry key, building pass and advise the Office of the Building, using Building Engines. The employee's access card should be returned to the Office of the Building, suite 2285.

## Theft

Should you suspect that your offices have been broken into or if items are found to be missing, contact the Office of the Building, and the Chicago Police Department. In the meantime, try to avoid disturbing anything in areas which you feel might have been affected by an intruder.

## Lost and Found

Any individual finding lost items(s) should turn them in to the Lobby Security Desk, or the Office of the Building, Suite 2285, One South Wacker Drive. You can also call the Office of the Building - (312) 815-5061 - if you have lost any items.

**D. MEDICAL EMERGENCY**

Tenants Requiring Medical Attention

1. Call the Chicago Fire Department - 911. Be prepared to provide:
  - a. The address of the building - One South Wacker Drive
  - b. The floor and suite number.
  - c. What is wrong (shortness of breath, chest pains, bleeding, etc.)
  - d. What is being done.
  - e. Your name.
  - f. Your phone number. (The Fire Department needs to call back for added information.)
  - g. Hang up last.
  
2. Call the Office of the Building - (312) 815-5061 and send someone to meet the paramedics at the freight elevator lobby on the incident floor. Upon notification, the Office of the Building will alert the building security staff and engineers.

The building security staff will:

- a. Bring the necessary freight elevator to the lobby level.
- b. Meet the emergency crew and direct them to the appropriate area.

Ambulance Services

The Chicago Fire Department Ambulance Service - 911 - will normally take the patient to the nearest medical facility - Northwestern Memorial Hospital.

**F. POWER FAILURE**

One South Wacker is designed to minimize the risk of a general power failure resulting from causes within the Building. Typically, should a power failure occur, it will affect either an isolated area of the Building or some larger portion of the surrounding geographic area. If an electrical failure does occur, the following guidelines should be observed:

1. Contact the Office of the Building - (312) 815-5061.
2. Open draperies and blinds to let in outside light. If there is adequate lighting from windows, continue performing assignments as well as possible.
3. If you are instructed to evacuate, lock all areas.
4. Do not congregate in lobby areas or in the street.
5. If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease operation, but **WILL NOT FALL**. Do not force open the doors or try to escape through the roof hatch. **DO NOT PANIC**.
6. The Office of the Building will attempt to advise you regarding the length and cause of the power failure as soon as possible.

**G. SEVERE WEATHER**

In general, there are two (2) types of unusual weather conditions which may occur and for which extraordinary precaution should be taken:

- (a) Severe Thunderstorm Activity
- (b) Tornado

Severe Thunderstorm Activity

Local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity.

Tornado Warning

By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. Wind will be 75 mph or greater.

## Public Warning

Public warning will come over the radio, TV or five minutes of steady blasts of sirens by the Municipal Defense warning system. Should a severe storm or tornado occur, the following guidelines should be observed:

1. Move away from the exterior of the building to a corridor or elevator lobby.
2. As you move, try to close the doors of rooms which have windows. Also, be sure the door to your suite is closed tightly, but not locked.
3. Go to the center corridor and protect yourself by putting your head as close to your lap as possible, or kneel protecting your head.
4. Stairwells are safe. If crowded, move down to a lower level for shelter. **DO NOT USE THE ELEVATOR.**
5. **DO NOT** go to the first floor lobby or outside of the building.

### **If You Are Trapped In An Outside Office:**

Remain Calm! Seek protection under a desk.

1. Keep your radio or television set turned to a local station for information.
2. Once the weather has subsided, report any damage or storm related leaks to the Office of the Building, (312) 815-5061.

## **H. EARTHQUAKE - SAFETY AND SURVIVAL PROCEDURES**

Earthquakes are one of the nation's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptibly for a relatively short time, perhaps only for a few seconds or for as much as a minute in a great earthquake.

### Precautions To Take During The Earthquake

1. Try to remain calm and reassure others.
2. If you are indoors, move immediately to a safe place. Get under a desk, table, or work bench if possible. Stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture. Stay away from windows and heavy objects (such as refrigerators and machinery) that may topple or slide across the floor.
3. Do not dash for exits, since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
4. Don't be surprised if the electricity goes out, or if elevator, fire, and burglar

alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.

5. If you are outdoors, try to get into an open area, away from buildings and power lines.
6. Don't be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. (This phenomenon is merely the arrival of different seismic waves from the same earthquake.) Also, aftershocks may occur -- these are separate quakes which follow the main shock. Aftershocks may occur several minutes, several hours, or even several days afterwards. Sometimes aftershocks will cause damage or collapse of structures that were already weakened by the main earthquake.

#### Precautions To Take After The Earthquake

When the shaking stops, there may be considerable damage and people may be injured. It is especially important that everyone should remain calm and begin the task of taking care of one another. The first concern is for those who are hurt, and the next concern is to prevent fires. After that, damage can be assessed and remedial measures begun.

1. Remain calm, and take time to assess your situation.
2. Help anyone who is hurt, administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help for those who need it.
3. Check for fires and fire hazards. Put out small fires immediately if you can.
4. Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.
5. Shut off water mains if breakage has occurred. In due time, report utility damage to the utility companies and follow their instructions.
6. Do not light matches, or use any open flames, or turn on electrical switches or appliances, until you are certain there are no gas leaks.
7. Do not touch power lines, electric wiring or objects in contact with them.
8. Do not use the telephone except to call for help, or to report serious emergencies (medical, fire, or criminal), or to perform some essential service.
9. Be certain that sewer lines are not broken before resuming regular use of toilets.

10. Clean up and warn others of any spilled materials that are dangerous, such as chemicals, gasoline, etc.
11. Listen to the radio for information about the earthquake and disaster procedures.
12. Be prepared to experience aftershocks. They often do additional damage to buildings weakened by the main shock.
13. Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning, and there may be dangers from gas leaks, electric wiring, broken glass, etc.

There are no rules which can eliminate all earthquake danger. However, damage and injury can be greatly reduced by following the simple rules contained in these procedures.