

645
N. MICHIGAN AVE

EMERGENCY PREPAREDNESS PROGRAM

PREPARED FOR THE TENANTS OF
645 NORTH MICHIGAN AVENUE



Developed by



THE FEIL ORGANIZATION

EMERGENCY PREPAREDNESS PROGRAM OVERVIEW

The purpose of this presentation is to provide an overview of the emergency preparedness program at 645 North Michigan Avenue. The life safety program is designed to educate and assist in the safety and safe evacuation of all occupants. This plan will focus on:

1. 645 North Michigan Avenue “Building Systems”
2. Documentation & Communications
3. Plan Implementation & Training

This plan will provide the following:

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



BUILDING EMERGENCY SYSTEM FEATURES



Fire Panel



Sprinkler System



Speakers & Strobes



Fire Extinguishers



Stairwells



Stairwell Phones



Emergency Signage



FIRE PANEL

645 North Michigan Avenue is equipped with a fire panel which is the brain of the Fire Life Safety (FLS) system.

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

- Speaker/Strobes
- Water Flow Devices
- Smoke Detectors

SPRINKLER SYSTEM

645 North Michigan Avenue is a fully sprinklered building.

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



Close-Up of Sprinkler Head

SPEAKERS & STROBES

Speaker strobes are located throughout the building.

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

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



Click to view example of speaker & strobe emergency alert

FIRE EXTINGUISHERS

Fire extinguishers are located in the common areas throughout the building and within your suite.

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

To operate an extinguisher:



They are checked on a monthly basis and inspected annually.



FIRE PUMP ROOM

The building's fire pump system is located in the sub-basement of the building and controls water pressure to the sprinklers and the standpipes of 645 North Michigan Avenue.



STAIRWELLS

645 North Michigan Avenue has two stairwells and are designated as **EAST** and **WEST**.

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

DO NOT USE ELEVATORS!

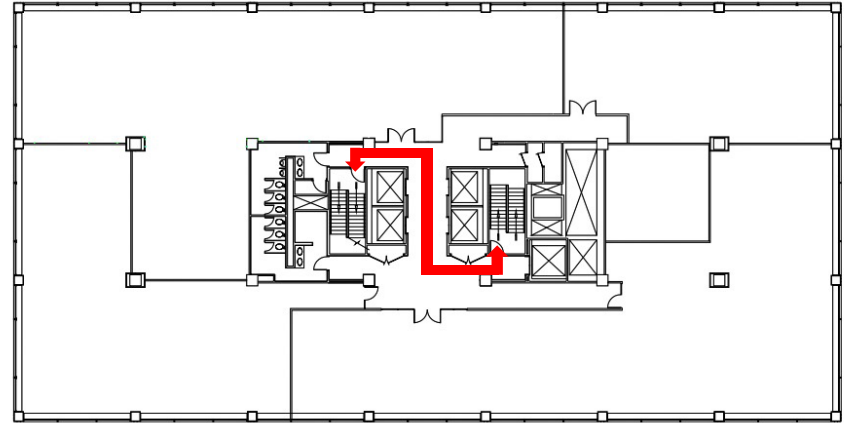
Signage in the stairwell indicates which side you are located (E or W).



Floors B - 11

Floors B through 11 have access to both the East and West stairwells.

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



Example Floorplan & Evacuation Routes

Floor 1 – Main Lobby

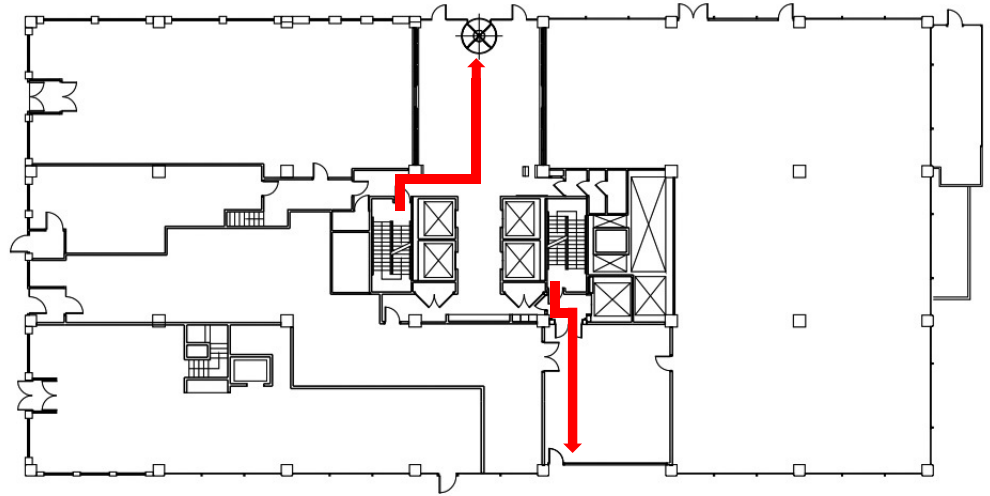
The main lobby contains multiple exit routes out of the building.

The West stairwell exits into the main lobby located near the elevator bank.

West Stairwell: Exit to East Erie Street

The East stairwell leads to an exit in the loading dock located on the South side of the building, which exits outside to the alleyway.

East Stairwell: Exit to Alleyway



Example Floorplan & Evacuation Routes

East Stairwell Exit

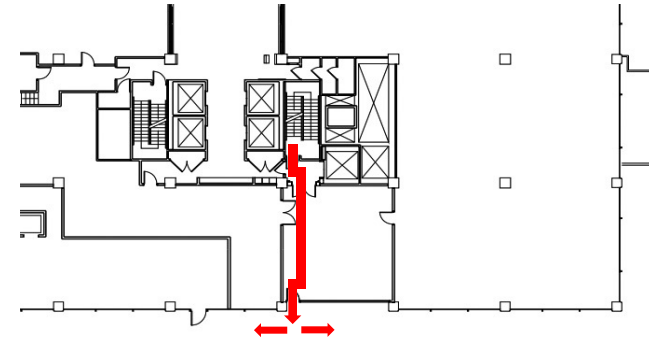
Door to East Stairwell leads to dock area and alleyway.



Exit dock from East Stairwell and turn left in alley towards North St. Clair Street



Exit dock from East Stairwell and turn right in alley towards North Michigan Avenue



Example Floorplan & Evacuation Routes

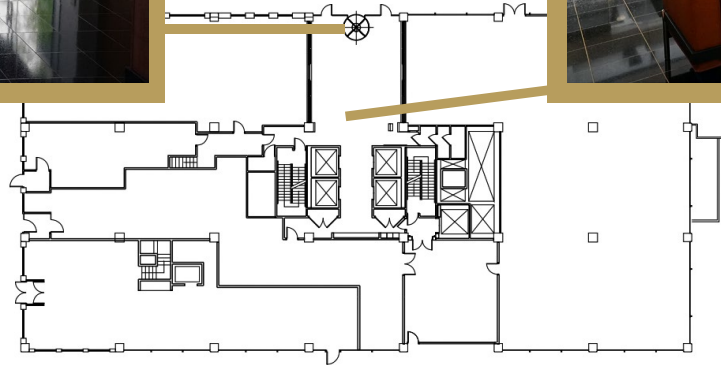
Main Lobby Visual Aids



East Erie Street Exit



645 North Michigan Avenue Lobby



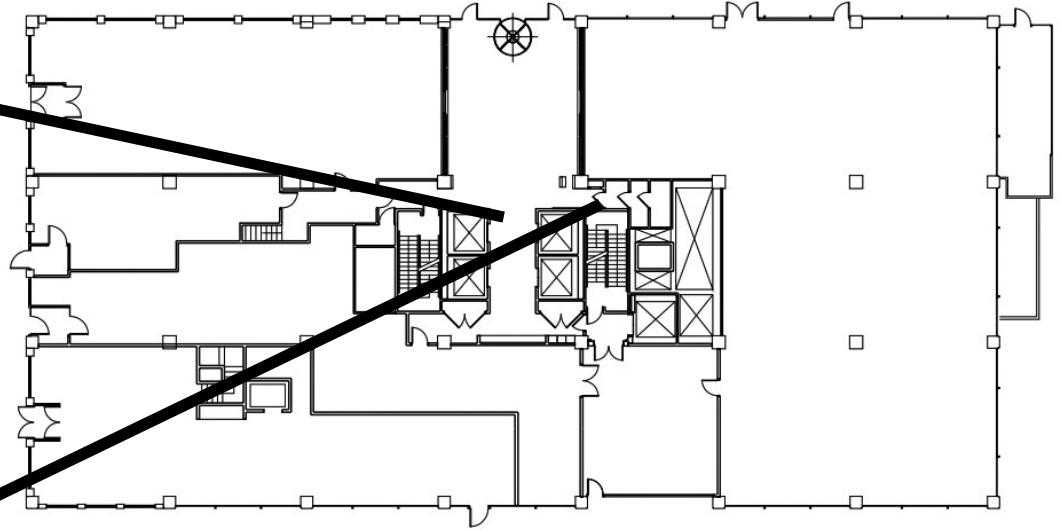
Main Lobby Visual Aids



Elevator Bank



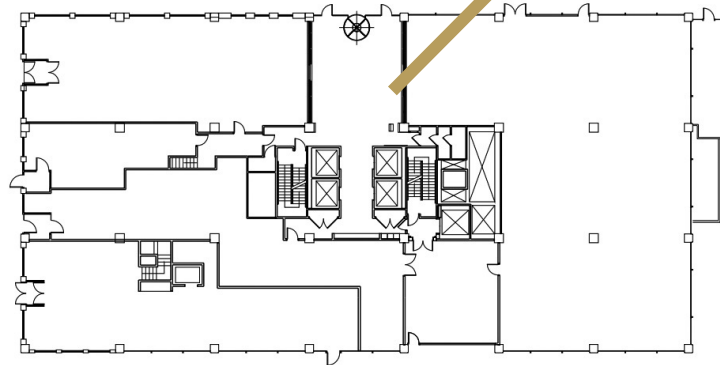
Mailbox and AED Machine Location



Main Lobby Visual Aids



Security Desk



STAIRWELL PHONES

645 North Michigan Avenue is equipped with emergency telephones in each stairwell on the 5th, 10th and 13th floors.

- The stairwell phone connects to the speaker and microphone at the fire panel.
- When the phone sounds at the fire panel, the security officer and/or the Fire Department will respond.



EMERGENCY SIGNAGE

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

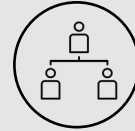


DOCUMENTATION & COMMUNICATION



Emergency Manual

An overview of the steps taken in various types of emergencies that may occur at 645 North Michigan Avenue.



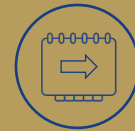
Tenant Life Safety Team

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



Single Page Evacuation Summary

Single page document outlining the emergency procedures of the 645 North Michigan Avenue building.



Tenant Emergency Procedures Flipbook

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

EMERGENCY MANUAL

The Emergency Manual has been developed by 645 North Michigan Avenue; this is an overview of the steps to take in various types of emergencies.

Click to view the 645 North Michigan Avenue Emergency Manual

A. Fire (Hazard Annex)

i. Purpose

The purpose of this annex is to describe best practices to ensure that the facility initiates appropriate fire suppression, response, and recovery.

ii. Activation

This annex shall be activated if smoke or flames result in the summoning of outside assistance, generally by the Chicago Fire Department. Such an instance would represent a direct threat to life and property. The annex may also be activated in the event that an external fire (adjacent building, parked vehicle, etc.) presents a threat to 645 North Michigan.

iii. Concept of Operations

As with all emergencies, the objective of an operational response is the preservation of life, the facility, physical/intellectual property, reputation, and the environment.

The ranking property management or security employee will be responsible for the facility's initial fire response. The scope/scale of the fire event will dictate the level of response and the level of external support required. Operational goals are as follows:

- Utilize all available technology and personnel to identify the source, location, and severity of the fire.
- Contact 911 to request Chicago Fire Department assets.
- Move all staff, guests, and vendors away from imminent danger.
- Clear up to five floors below and two floors above fire location, as appropriate.
- Confirm activation of all appropriate suppression systems (sprinklers, extinguishers, etc.).
- Communicate fire status to operational departments via messaging, radio, and phone.
- Combat small fires by utilizing trained staff to operate portable extinguishers.
- Relocate flammable material in immediate proximity as appropriate.
- Deactivate or reroute power and ventilation as appropriate.
- Meet first responders upon arrival, and guide/route them as needed.
- Prepare Emergency Operations Center (EOC) for activation.
- Initiate internal notifications, including senior staff and media affairs.
- Perform any safety functions not met by the above.

iv. Related Appendices

For further information, reference these appendices: **B.** Emergency Operations Center Protocols; **G.** Alert Scripts; **H.** Media Plan; **M.** PASS Fire Extinguisher Guidance; **O.** Building Floorplans; **P.** Emergency Contact List.

Fire Incident – Roles and Responsibilities

Emergency Evacuation Team/Tenant Fire Wardens

- Contact 911, then contact building security when safe to do so
- Coordinate evacuation, relocation, or shelter-in-place efforts within tenant spaces
- Perform an accounting of fellow coworkers/tenants once it is safe to do so
- Report to responders any individuals who are unaccounted for or have been injured
- Assist in leading any evacuated persons to emergency assembly areas

B. Medical Emergency/Pandemic (Hazard Annex)

i. Purpose

The purpose of this annex is to describe best practices to ensure that the facility initiates appropriate response and recovery services in incidents involving medical emergencies, mass casualties, or pandemics.

ii. Activation

This annex shall be activated if outside assistance, generally provided by the Chicago Fire Department, is required to stabilize or transport multiple victims for health reasons. The annex may also be activated in the case of an external event (pandemic or widespread outbreak of disease) presenting a threat to 645 North Michigan personnel or facilities.

iii. Concept of Operations

As with all emergencies, the objective of an operational response is the preservation of life, the facility, physical/intellectual property, reputation, and the environment.

The ranking property management or security employee will be responsible for the facility's initial medical response. The scope/scale of the medical event will dictate the level of response and the level of external support required. Operational goals are as follows:

- Utilize all available technology and personnel to identify the source and scale of the medical emergency.
- Contact 911 to request Chicago Fire Department assets.
- Move all staff, guests, and vendors away from imminent danger.
- Communicate medical status to operational departments via messaging, radio, and phone, and initiate active media response as needed.
- Utilize trained staff in proper personal protective equipment (PPE) to provide triage, first aid, and CPR as needed.
- Deactivate or reroute ventilation as appropriate.
- Meet first responders upon arrival and guide/route them as needed.
- Prepare facility Emergency Operations Center (EOC) for activation.
- Initiate internal notifications, including senior staff and media affairs.
- In event of pandemic disease, follow guidance provided by Centers for Disease Control and Prevention (CDC) or other recognized medical authority.
- Perform any safety functions not met by the above.

iv. Related Appendices

For further information, reference these appendices: **A.** National Incident Management System; **B.** Emergency Operations Center Protocols; **N.** Emergency Supplies; **O.** Emergency Contact List.

Medical Emergency/Incident – Roles and Responsibilities

Emergency Evacuation Team/Tenant Fire Wardens

- Contact 911, then contact building security
- Coordinate first-aid efforts within tenant spaces
- Help guide first responders to any injured or ill person
- Perform an accounting of fellow coworkers/tenants once it is safe to do so
- Report to responders any individuals who are unaccounted for
- Assist in leading any evacuated persons to emergency assembly areas

C. Extreme Weather (Hazard Annex)

i. Purpose

The purpose of this annex is to describe best practices to ensure that the facility initiates appropriate response and recovery services in the event of severe or extreme weather.

ii. Activation

This annex shall be activated if weather conditions damage or have the potential to damage the facility or its contents. Such an instance would represent a direct threat to life and property. The annex may also be activated in the event that the National Weather Service (NWS) issues a Severe Thunderstorm Warning, Tornado Warning, or High Wind Warning that includes 645 North Michigan.

iii. Concept of Operations

As with all emergencies, the objective of an operational response is the preservation of life, the facility, physical/intellectual property, reputation, and the environment. The ranking property management, engineering, or security employee will be responsible for the facility's initial extreme-weather response. The scope/scale of the weather event will dictate the level of response and the level of external support required. Operational goals are as follows:

- Utilize all available technology and personnel to monitor and track the location of severe or extreme weather conditions.
- Contact 911 to request Chicago Fire Department assets in the event of injury or structural damage.
- Move all visitors, vendors, and staff away from imminent danger and to designated shelter locations on the building interior/core as appropriate.
- Communicate status to engineering and other operational departments via messaging, radio, and phone.
- Utilize trained staff in proper personal protective equipment (PPE) to provide triage, first aid, and CPR if needed.
- Relocate portable/intellectual property in immediate danger as appropriate.
- Deactivate or reroute power and ventilation as appropriate.
- Meet first responders upon arrival and guide/route them as needed.
- Prepare facility Emergency Operations Center (EOC) for activation.
- Initiate internal notifications, including senior staff and media affairs.
- Perform any safety functions not met by the above.

iv. Related Appendices

For further information, reference these appendices: **A.** National Incident Management System; **B.** Emergency Operations Center Protocols; **E.** Evac/Shelter Guidance; **G.** Alert Scripts; **O.** Building Floorplans; **P.** Emergency Contact List.

Extreme Weather Incident – Roles and Responsibilities

Emergency Evacuation Team/Tenant Fire Wardens

- Coordinate relocation or shelter-in-place efforts with tenant organizations
- Perform an accounting of fellow coworkers/tenants once it is safe to do so
- Report to responders any individuals who are unaccounted for or have been injured
- Assist in leading employees and visitors to shelter-in-place locations in building core

D. Flooding/Water Damage (Hazard Annex)

i. Purpose

The purpose of this annex is to describe best practices to ensure that the facility initiates appropriate response and recovery services in the event of flooding due to excessive precipitation, sewer backup, or infrastructure failure.

ii. Activation

This annex shall be activated if excess water damages or has the potential to damage the facility or its contents. Such an instance would represent a direct threat to life and property. Such a threat to the facility could occur due to a variety of causes, including excess precipitation, melting snow, sewer/infrastructure failure, or overland flooding.

iii. Concept of Operations

As with all emergencies, the objective of an operational response is the preservation of life, the facility, physical/intellectual property, reputation, and the environment.

The ranking property management, engineering, or security employee will be responsible for the facility's initial excess-water response. The scope and scale of the flooding event will dictate the level of response and the level of external support required. Operational goals are as follows:

- Utilize all available technology and personnel to monitor and track the location of flooding or excess-water conditions.
- Contact 911 to request public safety and/or public works assets in the event of serious flooding.
- Move all visitors, vendors, and staff away from imminent danger or risk.
- Communicate status to engineering and other operational departments via messaging, radio, and phone.
- Relocate physical/intellectual property in immediate danger as appropriate.
- Deactivate or reroute power and ventilation as appropriate.
- Meet first responders or approved contractors upon arrival and guide/route them as needed.
- Prepare the facility Emergency Operations Center (EOC) for activation.
- Initiate internal notifications, including senior staff and media affairs.
- Perform any safety functions not met by the above.

iv. Related Appendices

For further information, reference these appendices: **A.** National Incident Management System; **B.** Emergency Operations Center Protocols; **N.** Emergency Supplies; **O.** Building Floorplans; **P.** Emergency Contact List.

Flooding/Water Damage Incident – Roles and Responsibilities

Emergency Evacuation Team/Tenant Fire Wardens

- Coordinate evacuation or relocation efforts within tenant spaces
- Perform an accounting of fellow coworkers/tenants once it is safe to do so
- Report to responders any individuals who are unaccounted for or have been injured
- Assist in leading any evacuated persons to emergency assembly areas

E. Seismic Event/Structural Failure/Impact (Hazard Annex)

i. Purpose

The purpose of this annex is to describe best practices to ensure that the facility initiates appropriate response and recovery services in the event of an earthquake, aircraft/vehicle impact, or structural collapse.

ii. Activation

This annex shall be activated if structural damage results in the summoning of outside assistance from public safety or public works personnel. Such an instance would represent a direct threat to life and property. The annex may be activated when an earthquake, structural collapse, or similar incident presents a threat to critical facilities.

iii. Concept of Operations

As with all emergencies, the objective of an operational response is the preservation of life, the facility, physical/intellectual property, reputation, and the environment.

The ranking property management, engineering, or security employee will be responsible for the facility's initial earthquake, impact, or structural-failure response. The scope/scale of the event will dictate the level of response and the level of external support required. Operational goals are as follows:

- Utilize all available technology and personnel to identify the cause, location, and extent of any structural damage.
- Contact 911 to request public safety and/or public works assets.
- Move all visitors, vendors, and staff away from imminent danger, including evacuating the structure if necessary.
- Communicate status to engineering and other operational departments via messaging, radio, and phone.
- Utilize trained staff in proper personal protective equipment (PPE) to provide triage, first aid, and CPR if needed.
- Relocate physical/intellectual property in immediate danger as appropriate.
- Deactivate or reroute power and ventilation as appropriate.
- Meet first responders upon arrival and guide/route them as needed.
- Prepare facility or off-site Emergency Operations Center (EOC) for activation.
- Initiate internal notifications, including senior staff and public/media affairs.
- Perform any safety functions not met by the above.

iv. Related Appendices

For further information, reference these appendices: **A.** National Incident Management System; **B.** Emergency Operations Center Protocols; **E.** Evac/Shelter Guidance; **F.** CBD Evac/Shelter Plan; **O.** Building Floorplans; **P.** Emergency Contact List.

Structural Failure Incident – Roles and Responsibilities

Emergency Evacuation Team/Tenant Fire Wardens

- Coordinate relocation or shelter-in-place efforts with tenant organizations
- Perform an accounting of fellow coworkers/tenants once it is safe to do so
- Report to responders any individuals who are unaccounted for or have been injured
- Assist in leading employees and visitors to evacuate, or to shelter-in-place locations in building core, as appropriate

F. Active Threat/Active Shooter (Hazard Annex)

i. Purpose

The purpose of this annex is to describe best practices to ensure that the facility initiates appropriate response and recovery services in incidents involving active and ongoing violence on facility property.

ii. Activation

This annex shall be activated if outside assistance, generally provided by the Chicago Police Department, is required to stabilize or terminate an active threat involving one or more perpetrators. The annex may generally be enacted in cases of workplace violence, or when an active and intentional threat faces personnel or facilities.

iii. Concept of Operations

As with all emergencies, the objective of an operational response is the preservation of life, the facility, physical/intellectual property, reputation, and the environment.

The ranking security employee/supervisor will be responsible for the facility's initial active-threat response. The scope or scale of the threat will dictate the level of response and level of external support required. Operational goals are as follows:

- Utilize all available technology and personnel to identify the source and location of the workplace violence, hostage taking, active threat(s), or active shooter(s).
- Initiate Department of Homeland Security run-hide-fight practices as needed
- Contact 911 to request Chicago Police Department and Chicago Fire Department assets; maintain radio communications
- Move all visitors, vendors, and staff away from imminent danger when able.
- Assist other visitors, vendors, and staff to shelter in place when necessary.
- Communicate status to operational departments via messaging, radio, and phone.
- Utilize trained staff in proper personal protective equipment (PPE) to provide triage, first aid, and CPR as needed.
- Meet first responders upon arrival, identify your position, provide threat details, and guide/route them as needed.
- Prepare facility or off-site Emergency Operations Center (EOC) for activation.
- Initiate notifications, including senior staff and media affairs.
- In a mass-casualty event, follow guidance provided by responding governmental agencies.
- Perform any safety/security functions not met by the above.

iv. Related Appendices

For further information, reference these appendices: **A.** National Incident Management System; **B.** EOC Protocols; **G.** Alert Scripts; **H.** Media Plan; **P.** Emergency Contact List.

Active Threat Incident – Roles and Responsibilities

Emergency Evacuation Team/Tenant Fire Wardens

- Initiate “Run, Hide, Fight” protocols
- When safe, contact 911 to dispatch emergency response, and meet first responders
- Contact security or engineering to alert them to threat
- Assist in evacuation or sheltering in place of others
- Perform an accounting of fellow coworkers/tenants once it is safe to do so
- Report to responders any individuals who are unaccounted for or have been injured
- Assist in leading any evacuated persons to emergency assembly areas

G. Bomb/Explosive Threat (Hazard Annex)

i. Purpose

The purpose of this annex is to describe best practices to ensure that the facility initiates appropriate response and recovery services in the event of a suspicious package, bomb threat, or explosion.

ii. Activation

This annex shall be activated if a bomb threat or explosion results in the summoning of outside assistance, generally by the Chicago Police Department. Such an instance would represent a direct threat to life and property. The annex may also be activated in the event that a similar external threat presents a danger to the facility.

iii. Concept of Operations

As with all emergencies, the objective of an operational response is the preservation of life, the facility, physical/intellectual property, reputation, and the environment.

The ranking property management or security employee will be responsible for the facility's initial bomb or explosion response. The scope/scale of the incident will dictate the level of response and the level of external support required. Operational goals are as follows:

- Utilize all available technology and personnel to identify the source of the threat and the location of any suspicious packages or objects.
- Contact 911 to request Chicago Police Department assets.
- Move all staff, guests, and vendors away from imminent danger.
- Begin organized search for specific threat or suspicious devices as needed.
- Do not touch any unknown objects; Communicate threat status to operational departments via messaging, phone, and text.
- Relocate physical/intellectual property in immediate danger as appropriate.
- In the event of an explosion, confirm activation of all appropriate suppression systems (sprinklers, extinguishers, etc.).
- Combat small fires by utilizing trained staff to operate portable extinguishers.
- Deactivate or reroute power and ventilation as appropriate.
- Meet first responders upon arrival to guide/route them as needed.
- Prepare facility or off-site Emergency Operations Center (EOC) for activation.
- Initiate internal notifications, including senior staff and media affairs.
- Perform any safety/security functions not met by the above.

iv. Related Appendices

For further information, reference these appendices: **B.** Emergency Operations Center Protocols; **G.** Alert Scripts; **H.** Media Plan; **M.** PASS Fire Extinguisher Guidance; **O.** Building Floorplans; **P.** Emergency Contact List.

Bomb/Explosive Threat Incident – Roles and Responsibilities

Emergency Evacuation Team/Tenant Fire Wardens

- Coordinate evacuation, relocation, or shelter-in-place efforts
- Coordinate inspection of tenant space for any suspicious or out-of-place items
- Perform an accounting of fellow coworkers/tenants once it is safe to do so
- Report to responders any individuals who are unaccounted for or have been injured
- Assist in leading any evacuated persons to emergency assembly areas

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE: _____ **TIME:** _____

TIME CALLER HUNG UP: _____ **PHONE NUMBER WHERE CALL RECEIVED:** _____

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

H. Hazardous Materials (Hazard Annex)

i. Purpose

The purpose of this annex is to describe best practices to ensure that the facility initiates appropriate response and recovery services in the event of an intentional or unintentional hazardous-materials release.

ii. Activation

This annex shall be activated if a hazardous-materials release, such as a chemical spill or a natural-gas leak, poses a threat to lives or property within the facility. The annex may also be activated in the event that the Chicago Fire Department informs personnel that an external hazard threatens 645 North Michigan.

iii. Concept of Operations

As with all emergencies, the objective of an operational response is the preservation of life, the facility, physical/intellectual property, reputation, and the environment.

The ranking property management, engineering, or security employee will be responsible for the facility's initial hazardous-materials response. The scope/scale of the incident will dictate the level of response and the level of external support required. Operational goals are as follows:

- Utilize all available technology and personnel to monitor and track the location of hazardous materials inside or outside of the facility.
- Contact 911 to request Chicago Fire Department assets as needed.
- Move all visitors, vendors, and staff away from imminent danger.
- Reference Annex F for additional information on sheltering in place protocols.
- Communicate hazardous-materials status to operational departments via messaging, radio, and phone.
- Relocate physical/intellectual property in immediate danger as appropriate.
- Deactivate or reroute ventilation as appropriate.
- If internal release, gather MSDS or other relevant environmental documents.
- Meet first responders or approved contractors upon arrival and guide/route them as needed.
- Prepare facility or off-site Emergency Operations Center (EOC) for activation.
- Initiate internal notifications, including senior staff and media affairs.
- Perform any safety functions not met by the above.

iv. Related Appendices

For further information, reference these appendices: **A.** National Incident Management System; **B.** Emergency Operations Center Protocols; **G.** Alert Scripts; **H.** Media Plan; **O.** Emergency Supplies; **P.** Emergency Contact List.

Hazardous Materials Incident – Roles and Responsibilities

Emergency Evacuation Team/Tenant Fire Wardens

- Coordinate evacuation (internal release) or shelter-in-place (external release) efforts
- Perform an accounting of fellow coworkers/tenants once it is safe to do so
- Report to responders any individuals who are unaccounted for or have been injured
- Assist in leading any evacuated persons to emergency assembly areas

I. Civil Unrest (Hazard Annex)

i. Purpose

The purpose of this annex is to describe best practices to ensure that the facility initiates appropriate response and recovery services in instances of nearby large-scale protests, riots, looting, or similar disturbances.

ii. Activation

This annex shall be activated if outside assistance, generally provided by the Chicago Police Department, is required to stabilize uncontained protests, looting, or rioting. The annex may be generally interpreted to be enacted when civil unrest threatens to disrupt 645 North Michigan personnel or facilities.

iii. Concept of Operations

As with all emergencies, the objective of an operational response is the preservation of life, the facility, physical/intellectual property, reputation, and the environment. The ranking property management or security employee will be responsible for the facility's initial civil-unrest response. The scope/scale of the unrest will dictate the level of response and the level of external support required. Operational goals are as follows:

- Utilize all available technology and personnel to identify the source and location of the protest, looting, etc.
- Contact 911 to request Chicago Police Department and Chicago Fire Department assets as needed.
- Move all visitors, vendors, and staff away from imminent threat or danger.
- Assist other staff and visitors to shelter in place as required.
- Close and secure facility, or specific access points, as required.
- Communicate status to operational departments via messaging, radio, and phone.
- Utilize trained staff in proper personal protective equipment (PPE) to provide triage, first aid, and CPR as needed.
- Meet first responders upon arrival and guide/route them as needed.
- Prepare facility Emergency Operations Center (EOC) for activation.
- Initiate internal notifications, including senior staff and public/media affairs.
- In a mass-casualty event, follow guidance provided by responding governmental agencies.
- Perform any safety/security functions not met by the above.

iv. Related Appendices

For further information, reference these appendices: **A.** National Incident Management System; **B.** Emergency Operations Center Protocols; **E.** Evac/Shelter Guidance; **F.** CBD Evac/Shelter Plan; **G.** Alert Scripts; **P.** Emergency Contact List.

Civil Unrest Incident – Roles and Responsibilities

Emergency Evacuation Team/Tenant Fire Wardens

- Coordinate relocation or shelter-in-place efforts
- Assist in leading personnel to designated internal assembly areas, as needed
- Secure all access points to tenant space
- Perform an accounting of fellow coworkers/tenants once it is safe to do so
- Report to responders any individuals who are unaccounted for or have been injured
- Initiate continuity of business procedures, if required

J. Cybersecurity and Information Security (Hazard Annex)

i. Purpose

The purpose of this annex is to describe best practices to ensure that the facility initiates appropriate response and recovery services in the event of a significant cybersecurity threat or breach.

ii. Activation

This annex shall be activated if a cybersecurity incident results in the summoning of outside assistance, including law enforcement. Such an instance would represent a direct threat to staff and to institutional reputation. The annex may also be activated at the request of corporate information technology/services to better organize an interdepartmental response.

iii. Concept of Operations

As with all emergencies, the objective of an operational response is the preservation of life, the facility, physical/intellectual property, reputation, and the environment.

The ranking property management or information technology employee will be responsible for the facility's initial cybersecurity or information-security response. The scope/scale of the incident will dictate the level of response and the level of external support required. Operational goals are as follows:

- Utilize all available technology and personnel to identify the source, nature, and extent of the technological threat.
- Contact appropriate law-enforcement and/or contractor assets.
- Communicate threat status to operational departments via messaging, phone, and text.
- Begin organized assessment of damage, loss, or compromise of data, systems, and intellectual property.
- Reroute processes and data storage to back-up systems, servers, or hard drives as appropriate.
- Work with building facilities/engineering to route processes to manual function as needed.
- Meet first responders or approved contractors upon arrival to guide/route them as needed.
- Prepare facility Emergency Operations Center (EOC) for activation if needed.
- Initiate internal notifications, including senior staff and media affairs.
- Perform any technology or recovery functions not met by the above.

iv. Related Appendices

For further information, reference these appendices: **B.** Emergency Operations Center Protocols; **J.** Systems Guide; **P.** Emergency Contact List.

Cybersecurity Incident – Roles and Responsibilities

Emergency Evacuation Team/Tenant Fire Wardens

- Utilize all available technology to determine electronic systems status
- Minimize use of software and applications until nature of failure can be determined
- Coordinate relocation of personnel to back-up facilities, as needed
- Report significant systems failures to building engineering
- Begin damage assessment and business continuity processes

TENANT LIFE SAFETY TEAM

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

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

Tenant Life Safety Team

Floor Warden Responsibilities

FLOOR WARDEN

Description of Responsibilities of Floor Warden

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

Duties of Floor Warden

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

Tenant Life Safety Team

Searcher Responsibilities

SEARCHER

Description of Responsibilities of Searcher

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

Duties of Searcher

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

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

Tenant Life Safety Team

Stairwell Monitor Responsibilities

STAIRWELL MONITOR

Description of Responsibilities of Stairwell Monitor

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

Duties of Stairwell Monitor

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

Tenant Life Safety Team

Elevator Monitor Responsibilities

ELEVATOR MONITOR

Description of Responsibilities

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

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

TENANT LIFE SAFETY TEAM Tenant Emergency Team Form

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

645 North Michigan Ave Emergency Response Team

DATE SUBMITTED

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

TENANT NAME	SUITE NUMBER	TELEPHONE #
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Area Warden

EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
---------------	---------------------	---------------	---------------------

Area WardenAlternate

Assistant Area Warden

EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
---------------	---------------------	---------------	---------------------

Assistant Area Warden Alternate

Floor Leader

EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
---------------	---------------------	---------------	---------------------

Floor LeaderAlternate

Stairwell Monitor

EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
---------------	---------------------	---------------	---------------------

Stairwell MonitorAlternate

Elevator Monitor

EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
---------------	---------------------	---------------	---------------------

Elevator MonitorAlternate

Searcher(s)(list at least 4 if possible)

EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER
EMPLOYEE NAME	DIRECT PHONE NUMBER	EMPLOYEE NAME	DIRECT PHONE NUMBER

Searcher Alternate(s)

Physically Impaired Employee List

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

SINGLE PAGE EVACUATION SUMMARY

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

The Feil Organization

EVACUATION PROCEDURES

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

CALM

C-Call

A-ALERT

L- LISTEN

M- MOVE

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

C – CALL – 911

Give Building Address – 645 North Michigan
Give Floor Number & Approximate Location

A – ALERT – Building Safety (312-943-4534)

L – LISTEN – To the Announcement & Directions

M – MOVE – Proceed Quickly and Calmly to Stairwell

DURING AN EVACUATION:

DO NOT:

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

DO:

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

EMERGENCY PROCEDURES 645 North Michigan Avenue

For Fire, Police, or Medical Emergency: **Dial 911**
For Property Management Office: **Dial 312.419.3100**
For Lobby Security Desk: **Dial 312.943.4534 or 312.943.4538**

 TO REPORT AN EMERGENCY

 MEDICAL EMERGENCY

 SUSPICIOUS PERSON/ACTIVITY

 FIRE

 POWER OUTAGE

 BOMB/EXPLOSIVE THREAT

 FLOODING/WATER DAMAGE

 CIVIL DISTURBANCE

 ACTIVE THREAT/ACTIVE SHOOTER

 EXPLOSION

 SEVERE WEATHER

 SUSPICIOUS ITEM - MAIL/PACKAGES

 EMERGENCY EVACUATION

TENANT EMERGENCY PROCEDURES FLIPBOOK

An emergency response procedures flip book has been developed by 645 North Michigan Avenue in order to provide each individual with the procedures to follow in an emergency.

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

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

[Click to view 645 North Michigan Avenue's
Emergency Procedures Flipbook](#)

EMERGENCY PROCEDURES

645 North Michigan Avenue

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

For Property Management Office: **Dial 312.419.3100**

For Lobby Security Desk: **Dial 312.943.4534 or 312.943.4538**



TO REPORT AN EMERGENCY

TO REPORT AN EMERGENCY



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

- Move away from the threat and call for assistance
- Identify yourself and provide the 645 North Michigan address, as well as your floor number
- Provide the nature of the emergency
- Describe the emergency and provide details as requested
- Notify building personnel at 312.943.4534, 312.943.4538, or in person



TO REPORT AN EMERGENCY

MEDICAL EMERGENCY



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

- Contact 911 and building personnel at 312.943.4534 or 312.943.4538 to request assistance
- Do not move the injured/ill person unless conditions become hazardous
- Render first aid only if conditions allow and you are trained to do so
- Send a coworker to help coordinate entry of emergency personnel
- Witnesses should be encouraged to remain at scene in case they can provide additional details to responders or for building incident report
- Contact your supervisor or manager to inform him/her of the emergency
- Please do not discuss medical conditions or other personal information



SUSPICIOUS PERSON/ACTIVITY



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

- Promptly contact 911 and provide a specific description of what makes the individual or activity suspicious
- Notify building security at 312.943.4534 or 312.943.4538, and provide additional details as they become available
- Keep a safe distance from the person and do not confront him/her personally
- Take note of any specific characteristics such as personal appearance, clothing, vehicle type/color, bag type/color, etc.
- If suspicious person, note their last known direction of travel



FIRE



Initial response to a fire:

- Move away from any immediate threat, then contact 911 and building personnel at 312.943.4534 or 312.943.4538
- Report the location, severity, and nature of the fire
- Provide any details requested by dispatchers or security personnel
- You may use a fire extinguisher to fight small fires if it is possible to safely do so, and if you have been properly trained
- Never allow the fire to come between you and an exit
- Follow the guidance provided in person or via public address system
- Notify your supervisor or manager once it is safe to do so

POWER OUTAGE



The following procedures are related to electrical power failures:

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

BOMB/EXPLOSIVE THREAT



If you receive a bomb threat:

If the threat is by telephone:

- Listen carefully and take notes using the form on the next page
- If possible, signal a colleague to contact building security
- Contact 911 as soon as the caller hangs up
- Promptly notify your supervisor/manager and building personnel at 312.943.4534 or 312.943.4538
- Do not discuss the threat with others, and follow the guidance provided by security and first responders
- Your help may be requested in searching the area, or in helping to evacuate the workspace

If the threat is by computer or e-mail:

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



Script/Template for a Bomb Threat or Other Threatening Call

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

Date: _____ Time: _____

Exact words of person placing call: _____

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

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

Try to determine the following (CIRCLE AS APPROPRIATE)"

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

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

Accent: Local Not local Foreign Regional Other _____

Language Skill: Excellent Good Fair Poor Other _____

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

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

Additional Information: _____

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

Receiving Telephone Number: _____

Person Receiving Call: _____

FLOODING/WATER DAMAGE



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

- Notify building personnel immediately at 312.943.4534 or 312.943.4538, and provide the location of the leak or excess water, the severity of the leak
- Provide notice of any critical building infrastructure that may be impacted, such as stairwells, electrical boxes, etc.
- Avoid standing water in case it has come in contact with any electrical source – relocate to safety if required
- If you know the source of the water and are confident of your ability to stop it (unclogging drain, shutting off water supply valve, etc.) do so cautiously
- Notify your supervisor/manager of the water damage, and be prepared to assist as necessary in relocating critical objects or materials from the path of the water flow



CIVIL DISTURBANCE



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

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



ACTIVE THREAT/ ACTIVE SHOOTER



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

- Employees or visitors should move quickly and immediately away from any immediate threat (run)
- If necessary, employees should close and barricade inner doors, turn off lights and cell phones, and shelter in place (hide)
- If directly confronted by an aggressor, employees and visitors should use all available objects and tactics in order to preserve their safety (fight)
- When exiting a facility where an active threat has taken place, all visitors and employees should keep their hands visible and follow the guidance of security and responders
- When safe to do so, call 911 to notify first responders of the location of any perpetrators or victims, or any individuals requiring additional assistance. Then notify building personnel at 312.943.4534 or 312.943.4538



EXPLOSION



In the event of an explosion:

- Move away from any immediate threat, assisting others if possible
- Do NOT utilize elevators
- Notify 911 when it is safe to do so, then notify building personnel at 312.943.4534 or 312.943.4538 and provide additional information or details
- Follow the instructions of security or responders, who may direct you to fully evacuate or to relocate to another part of the facility
- Do not move seriously injured individuals unless they are in immediate danger
- Be prepared for additional explosions, fires, or structural damage
- Open doors cautiously, checking for heat or smoke, as well as falling objects
- Stay away from windows, overhead fixtures or electrical equipment, or any obvious structural damage
- Assume that any smoke and/or fumes may be hazardous
- Do not utilize sources of possible ignition such as matches or lighters

SEVERE WEATHER



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

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



SUSPICIOUS ITEM MAIL/PACKAGES



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

- Keep everyone from handling or moving the package or object – do NOT go near it once it has been identified as suspicious
- Promptly notify 911 and inform the dispatcher what makes the package or object suspicious
- Notify building personnel at 312.943.4534 or 312.943.4538, and provide additional details as they become available
- Do not use cellphones or radios in the immediate vicinity of the object
- Promptly write down everything you can recall about encountering or receiving the package
- Do not discuss any written or verbal threats with others
- Your help may be requested in searching the area, or in helping to evacuate the workspace
- Account for all personnel once you have arrived at the emergency assembly area



EMERGENCY EVACUATION



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

- Move away from any hazard or threat
- Shut down all hazardous operations, such as those involving chemicals or high voltage
- Exit via the nearest available stairwell, in the east or west portion of building
- Do NOT attempt to use elevators
- Listen closely to in-person or public-address announcements
- Assist coworkers during egress and perform quick sweeps of restrooms, copier rooms, etc. if safe to do so
- Go directly to the nearest safe emergency assembly area
- Department supervisors or managers should make an accountability check to ensure all employees and visitors are present
- When safe to do so, notify first responders of any missing persons or known hazardous conditions. Then, alert building personnel at 312.943.4534 or 312.943.4538
- Report to building personnel and/or first responders any persons with disabilities who may require additional assistance
- Once outside of the structure, do not block doors or streets
- Do not attempt to re-enter unless explicitly instructed to do so
- Work with your supervisor/manager to enact business-continuity plans



EDUCATION & TRAINING



Fire Drill



Evacuation
Procedures



Building/Tenant
Fire Safety



Smoke/Fire
Emergency
Procedures



Fire Seminar



Remote Meeting
Location

FIRE DRILL

The City of Chicago classifies 645 North Michigan Avenue as a Category 1 in the High-Rise Emergency Evacuation Ordinance.

The ordinance recommends the completion of one (1) fire drill on an annual basis.

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



EVACUATION PROCEDURES

When the speaker/strobe alarms take the following actions:

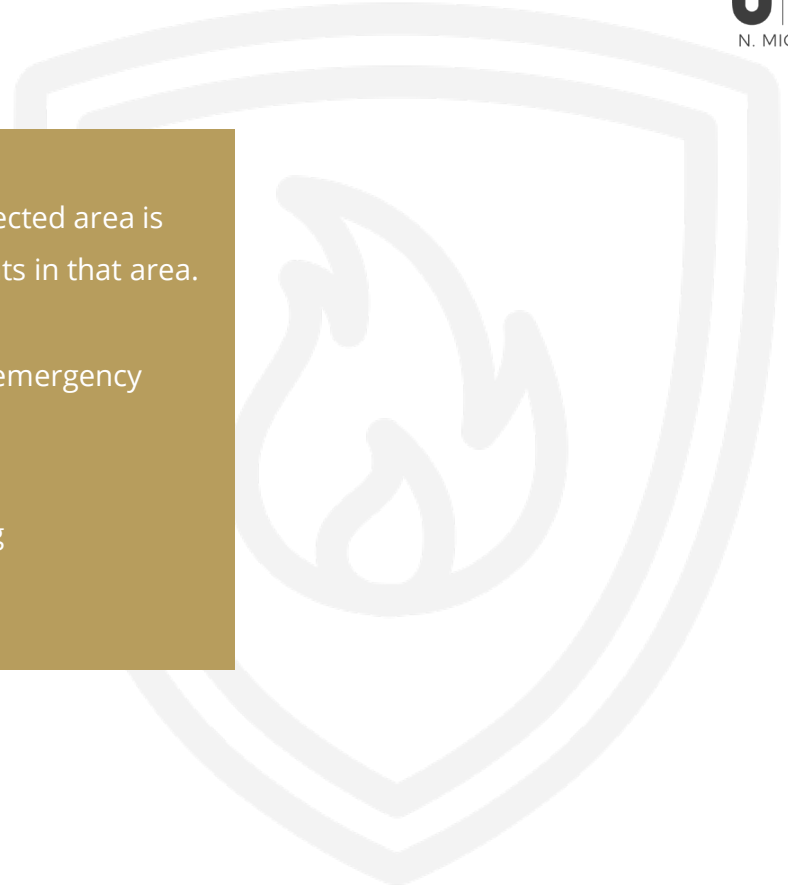
- Life Safety Teams proceed to their designated spot
- Prepare to leave the office
- Listen to the instructions presented on the announcement
- Vacate according to the announcement
- Meet at the company's designated meeting area

BUILDING/TENANT FIRE SAFETY

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

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

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



SMOKE/FIRE EMERGENCY PROCEDURES

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

C – Call 911 first (give building address 645 North Michigan Avenue, give floor number, suite & appropriate location).

A – Alert building management/security.

L – Listen to the announcement for instructions. If your floor does not need to be evacuated, you will not hear an announcement.

M – Move to safety or evacuate only if you are in immediate danger. If not, stay where you are.

REMEMBER:

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



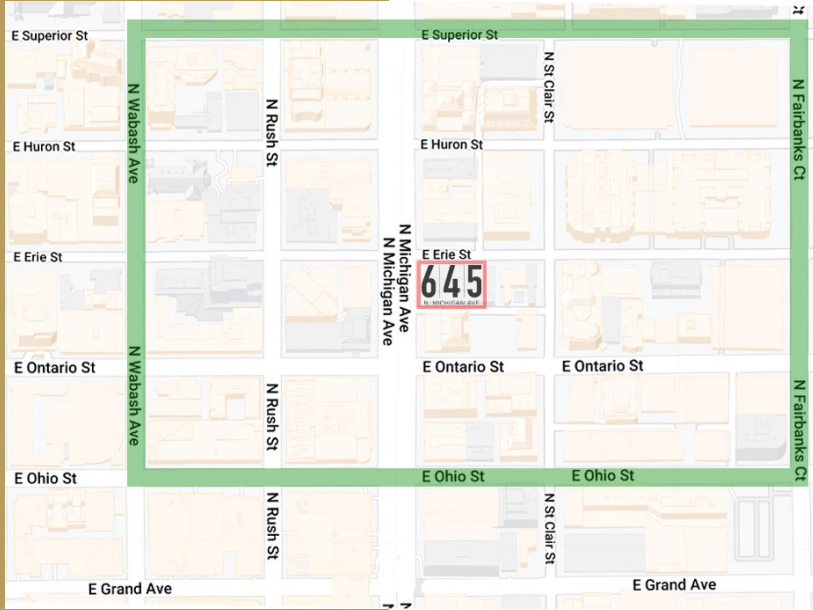
CHICAGO FIRE DEPARTMENT FIRE SEMINAR

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

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



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



**EVACUATION
ASSEMBLY
AREA**

REMOTE MEETING LOCATION

645
N. MICHIGAN AVE

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

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

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

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

ACKNOWLEDGEMENT

The safety and security of all occupants at 645 North Michigan Avenue is our utmost priority. This emergency plan is designed to educate and provide valuable emergency preparedness information. We appreciate your partnership and assistance in implementing this plan within your organization. Our goal is to provide the highest level of customer service and to ensure that we make every effort to see that your workplace is a safe and secure environment.



THE **FEIL** ORGANIZATION

CONTACT INFORMATION

For more information regarding 645 North Michigan Avenue emergency preparedness program, please contact:

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Property Manager
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Director of Safety
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Jim Domina

Chief Engineer
jdomina@feilorg.com

Alicia Winters

Assistant Property Manager
awinters@feilorg.com

645
N. MICHIGAN AVE