

EMERGENCY RESPONSE TEAM

The subsequent sections of this Emergency Plan will discuss the Emergency Evacuation Team members, their duties and contain specific Emergency Response Procedures for recognizing, reporting and initiating the appropriate action to maximize tenant safety and minimize related injury and loss of life. To effectively implement the plan, all personnel must become familiar with the specific procedures outlined, as well as associated task responsibilities to respond quickly and effectively during an emergency and give necessary support to the Emergency Evacuation Team.

A well-trained Emergency Evacuation Team is one of the best safety measures available to protect employees, should evacuation become necessary during an emergency. An effective Emergency Evacuation Team contains two (2) major sub teams: The Building Emergency Evacuation Team and the Tenant Emergency Evacuation Team. The essential elements of an efficient Emergency Evacuation Team are:

- Carefully selected personnel.
- Well-trained and organized personnel.
- Organized communications procedures.
- Established procedures to handle any type of emergency.

The recommended Emergency Evacuation Team will consist of the following personnel, per tenant (will vary based on size and number of occupants):

- Floor Warden (1)
- Assistant Warden (1)
- Searchers (as needed)
- Stairwell Monitors (2)
- Aides to the Disabled (as needed)
- Elevator Monitors (as needed)
- Alternates (2)

If a floor does not have enough personnel to fill all the positions of the Emergency Evacuation Team, the roles of Floor Warden, Searcher, and Aides to the Disabled must be filled first. Personnel on the Emergency Evacuation Team may assume more than one responsibility to ensure that all responsibilities are fulfilled. To aid in the selection and training of an Emergency Evacuation Team, qualifications and duties of a basic emergency Evacuation Team are listed below. The appropriate management of each tenant will select the Emergency Evacuation Team. The following personal attributes should be assessed when selecting Emergency Evacuation Team members:

- They must be alert and resourceful individuals who can perform in a leadership role during an emergency.
- They must be generally available in their designated areas of responsibility, rather than having primary duties and responsibilities elsewhere.
- Finally, they must not be forced into a position on the Emergency Evacuation Team.

Emergency Evacuation Team Members will be expected to:

- Attend all training sessions and emergency evacuation drills

Become thoroughly familiar with all emergency evacuation procedures.
Assist employees, entering the stairwells in a calm and orderly manner during an actual emergency evacuation.
Quickly survey assigned areas to be sure everyone has been evacuated.
Remain at assigned post until told to leave either by the Floor Warden or Security.
Proceed to the safety floor and remain there until instructed to leave.

Building Emergency Evacuation Team

The Emergency Evacuation Team required by Municipal Code 13-78 is comprised of Building employees and tenant employees. The following designations and responsibilities have been assigned to 540 W. Madison building employees and tenants:

Fire Safety Director (FSD)

One (1) Fire Safety Director (FSD) has been certified per Municipal Code 13-78. The Building Evacuation Team has the following unique responsibilities in Emergency Evacuation Teams:

Provide FSD to direct all building team members.
Provide necessary equipment, such as two-way communications devices and EMERGENCY EVACUATION TEAM Identifiers (vests, hats, etc.).
Maintain a current list of active Emergency Evacuation Team members.
Provide tenants with recruiting information for Emergency Evacuation Team members.

The Director of Security for 540 W. Madison is Shawn Avery. FSDs are required to be present, on-site, from 7:00 a.m. to 7:00 p.m. Monday through Friday and/or when more than 50% of the building's occupants are present. FSDs are responsible for the following:

Occupy the building's fire command station in an emergency, direct operations in an emergency evacuation, direct evacuation and report conditions, including the designated refuge or rescue locations of occupants who have identified the need for assistance, to first arriving fire companies.
Conduct, document, and submit to the Property Manager monthly building safety inspections to detect hazards and impediments to egress.
Coordinate procedures for emergency evacuations and drills.
Direct emergency evacuations and drills.
Recruit tenant volunteers for the Tenant Emergency Evacuation Team.
Have a thorough understanding of the building specific Emergency Plan and Procedures.
Maintain and update the Emergency Plan and Procedures as necessary, but no less than semi-annually, so that they are current with changing building tenant information and local ordinances and established practices.
Assist the tenants when establishing their Tenant Emergency Evacuation Team.
Maintain Emergency Evacuation Team lists.
Coordinate the Emergency Plan and Procedures with existing building procedures.
Formally investigate and document any accident, incident, fire, on-the-job illness, or injury and initiate appropriate corrective action to prevent a reoccurrence.

Tenant Emergency Evacuation Team

The following designations are the main designations within the Tenant Emergency Evacuation Team:

Floor Wardens

Floor Wardens have been designated by individual building tenants in numbers proportionate to tenant size. Floor Wardens are listed in Appendix C and have the following responsibilities:

- Act as a liaison with the building Emergency Command Center.
- Implement the guidelines set forth in the building's Emergency Plan.
- In coordination with the FSD, conduct annual emergency evacuation drills.
- During an emergency evacuation, immediately report to the elevator lobby and coordinate communication among Emergency Evacuation Team members. Do not allow evacuees to use the elevators.
- Remain on the floor until notified by Tenant Emergency Evacuation Team members that the entire floor has been searched and all occupants removed.
- Proceed to the safety floor and gathering location to determine that everyone from the floor is accounted for.
- Report any missing individuals via the fire phone to Security or the Chicago Fire Department.
- Know the locations of all exits and routes of egress leading from assigned occupied areas and train fellow tenant employees as outlined under the emergency plan.
- Attend annual training sessions conducted by the FSD.
- Direct emergency evacuations and drills from their assigned floor in accordance with the emergency plan.

Assistant Floor Warden

He or she should have the same qualifications as the Floor Warden. The duties of the Assistant Floor Warden are as follows:

- Assist the Floor Warden as needed during planning and training sessions.
- Quickly survey the entire floor to be sure all Tenant Emergency Evacuation Team personnel are at their assigned posts during an actual emergency.
- Assign alternates to assume the posts of any missing team members.
- Report to the Floor Warden that all team members are at their assigned posts. Evacuate to the safety floor and supervise the arriving evacuees at the gathering location. Assist in accountability procedures to obtain a head count.

Searchers

Searchers should be appointed on an as needed basis for each floor. Duties for the Searchers are as follows:

- Physically search all rooms, areas, and restrooms for remaining occupants to ensure they

evacuate the area.

See that all doors are closed to prevent drafts and the spread of fire. All doors are to be tagged knee high from the floor to document that the room has been searched. Report, to the Floor Warden, that their area has been searched to the Floor Warden before proceeding to their designated gathering location.

Stairwell Monitors

Under the direction of the Floor Warden, Stairwell Monitors will station themselves at their assigned locations and ensure that the stairwell is safe to use. The Stairwell Monitors will keep their assigned stairwell doors open and direct the movement of occupants towards the exits in an orderly manner to prevent congestion and panic. The Stairwell Monitors duties are:

Remain at his/her station until all occupants of the floor have been evacuated. Remind all evacuees to stay to the right of the stairwell, hold on to the railing, not to run, not to push other evacuees, not to smoke, not to shout, remind women to remove high heel shoes, do not allow evacuees to bring food or drinks into the stairwell, remind evacuees of the exit locations, and to be cognizant of the individuals evacuating. Receive confirmation from the Floor Warden or the Searchers that the floor has been evacuated. The Stairwell Monitors will then close their doors and proceed down the stairwells to their designated gathering location.

Aides to the Disabled

Under the direction of the Floor Warden, the Aides to the Disabled will help the permanently or temporarily disabled persons, and:

Know the location of the assigned disabled person to be assisted and their specific handicap.

Assist the disabled person and remove them from their location to a safe area (designated safety areas) Know what equipment may be needed and where the equipment is located to assist a disabled person in safely evacuating.

Ensure that wheelchairs are not allowed in the stairwell until all persons have evacuated from the floor.

Report to the Floor Warden that a disabled person and aide are in the stairwell waiting for assistance.

Wait in the stairwell with the disabled person until Security Officers or Fire Fighters arrive to assist.

Elevator Monitors (When Available)

Under the direction of the Floor Warden, Elevator Monitors will report to their designated elevator lobby and make sure elevators are NOT used.

The Elevator Monitor will receive confirmation from the Floor Warden that the floor has been evacuated, then go to the nearest stairwell and proceed to the designated gathering location.

NOTE: If an Elevator Monitor is not available, then the Floor Warden will ensure occupants do not use the elevators.

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Alternates

Report to the nearest elevator lobby on their floor and wait for instructions by Floor Warden.

Help the Floor Warden supervise the evacuees on the safety floor.

BUILDING EVACUATIONS

Policy

Full building evacuation procedures will be formulated to ensure the safe and orderly egress of building occupants, should a catastrophic event warrant the complete evacuation of 540 W. Madison. Catastrophic events could potentially affect all occupants of the building, as well as surrounding properties. Therefore, two levels of full building evacuation have been identified for 540 W. Madison; Level 1 and Level 2, both explained in the following procedures. Each catastrophic event warranting a full building evacuation shall be carefully assessed by the FSD before directing the level of evacuation.

Procedures for Full Building Evacuation

Level 1

Should a catastrophic event occur, affecting only 540 W. Madison, the following procedures should be followed by building occupants:

1. Contact local authorities (911).
2. The FSD will assess the situation and report to Property Manager or General Manager. 3. The FSD will notify the Chicago Fire Department or Chicago Police Department for information about the status of the situation.
4. The FSD and Property Manager will determine, depending upon the catastrophic event, if occupants should seek outdoor refuge.
5. If nearby outdoor refuge is feasible (i.e. the area is not obstructed by fire trucks, hazardous debris, etc.) then the FSD and Property Manager will order a Level 1 evacuation.
6. Building occupants will be instructed, via the voice evacuation system, that a Level 1 evacuation is necessary, proceed to the nearest stairwell, and egress to pre-determined outdoor assembly areas. Individual tenant management groups shall develop headcount procedures to be followed in emergency situations. Additional instructions will be given if the designated assembly areas are inaccessible or unfit for a full building gathering area.
7. Individual tenant management groups shall develop headcount procedures to be followed in emergency situations.

* Additional instructions will be given if the designated assembly areas are inaccessible or unfit for a full building gathering area.

Level 2

Should a catastrophic event occur affecting 540 W. Madison and the surrounding area, building occupants should follow the following procedures:

1. Contact local authorities (911).
2. The FSD shall assess the situation and report to Property Manager.
3. The FSD shall notify the Chicago Fire Department or Chicago Police Department for information about the status of the situation.

4. The FSD and Property Manager shall determine, depending upon the catastrophic event,

if occupants should seek outdoor refuge.

5. If outdoor refuge in the designated assembly areas is not feasible (i.e. the area is obstructed by fire trucks, hazardous debris, etc.), and refuge in the immediate area is unsafe, then the FSD and Property Manager shall order a Level 2 evacuation.

6. Building occupants will be instructed, via the emergency intercom system, that a Level 2 evacuation is necessary, proceed to the nearest stairwell, egress to the outdoors, and exit the immediate area. Instructions will also be given at this time for occupants to contact their tenant call back number and leave the following information:

Name
Current Safe Location
Time of the Call

The intent is to move to a location that is a safe distance from the building events warranting the evacuation. Now, the pre-arranged call back procedure should be implemented.

7. Recipients and retainers of information for the call back number should be pre-instructed to give this information to tenant management for headcount purposes.

NOTE: If necessary, and when practical, a full building evacuation will be conducted in stages (2- 3 floors at a time), rather than a simultaneous full building evacuation.

EMERGENCY EVACUATION DRILLS

Policy

In accordance with Chapter 13-78 of the Municipal Code of Chicago, tenants of 540 W. Madison are encouraged to participate in annual emergency evacuation drills. The purpose of these drills is to ensure that all occupants learn how to safely evacuate their areas in the event of an emergency. Emergency evacuation drills are essential to ensure familiarity with exits and their orderly use. Drills should be planned to promptly direct employees to a safety floor consistent with orderly procedure. When conducting drills, the Fire Safety Director will emphasize order, calm, and discipline, rather than speed. Running and nonsense will not be tolerated. Drills will require the cooperation of Emergency Evacuation Team members and all occupants of a floor will be asked to participate in an emergency evacuation drill.

Procedure

1. An annual evacuation drill will be scheduled with tenant management by the FSD.
2. A pre-evacuation drill meeting including the FSD, Tenant Management, and Emergency Evacuation Team members will be held annually.
3. On the day of the drill, Emergency Evacuation Team should review their assignments and responsibilities.
4. Drills will include suitable procedures to ensure compliance with City of Chicago ordinance and that all employees participate.
5. The following guidelines shall be utilized when conducting emergency evacuation drills:
 - Listen for information about what floors are evacuating.
 - Listen for information about where are they evacuating to.
 - If it is an internal evacuation, prepare for incoming evacuees to your floor.
 - Listen for any special instructions (stairwells to use, etc.).

The responsibilities of the Emergency Evacuation Team during an emergency evacuation drill are as follows:

The Floor Warden

1. Report to elevator lobby of the floor. If an elevator monitor has not been assigned to the Evacuation Team, then the Floor Warden will assume those responsibilities.
2. Maintain communication with Security and Emergency Command Center during an emergency.
3. Remain on the floor until notified by Emergency Evacuation Team personnel that the floor has been evacuated.
4. Proceed to the predetermined gathering location and determine by head count or other means whether everyone on the floor is accounted for.
5. Report any missing individuals via the stairwell fire phone to Security or the Fire Department.

Assistant Floor Warden

1. Quickly survey the entire floor to be sure all Emergency Evacuation Team personnel are at their assigned posts.
2. Assign the alternates to assume the posts of the missing team members.
3. Report to the Floor Warden that all team members are on their assigned posts.
4. Evacuate to the safety floor and supervise the arriving evacuees at the gathering.
5. Assist in accountability procedures to obtain a head count.

Searchers

1. Physically search all offices, copy rooms, conference rooms, storerooms and restrooms for remaining occupants and ensure they evacuate the area.
2. See that all doors are closed to prevent drafts and the spread of fire.
3. All doors are to be tagged knee high from the floor to document the room has been searched.
4. Report the completion of their search to the Floor Warden and then proceed to the designated gathering location.

Stairwell Monitors

1. Remain at his/her post, holding the door open, until all occupants of the floor have been evacuated.
2. Remind all evacuees to stay to right of the stairwell, hold on to the railing, not to run, not to push other evacuees, not to smoke, not holler, instruct evacuees not bring food or drinks into the stairwell, remind women to remove high heel shoes, remind evacuees which floor to exit on and to be cognizant of the individuals evacuating.
3. Receive confirmation from the Floor Warden or the Searchers that the floor has been evacuated and that they may evacuate.
4. The Monitors will then close their doors and proceed down the stairs to their designated gathering location.

Aides to the Disabled

1. Know the location of the assigned disabled person to be assisted and their specific handicap.
2. Assist the disabled person and remove them from their location to a safe area, designated safety areas for each floor will be the landing inside the emergency stairwell door.
3. Know what equipment may be needed to assist a disabled person, and where such equipment is located.
4. Ensure that wheelchairs are not allowed in the stairwells until all persons have evacuated.
5. Report to the Floor Warden that a disabled person and their aide are waiting in the stairwell for assistance.
6. Wait in the stairwell with the disabled person until Security Officers or Firefighters arrive to assist.

Elevator Monitors

1. Under the direction of the Floor Warden, Elevator Monitors will report to their designated elevator lobby and make sure elevators are NOT used.
2. Anyone who exits an elevator during an evacuation or a drill will be instructed to evacuate and directed to the nearest stairwell.
3. Receive confirmation from the Floor Warden that the floor has been evacuated. 4. The Elevator Monitors will then go to the nearest stairwell and proceed to the designated gathering location.

Alternates

1. Report to the elevator lobby on their floor and wait for instructions by the Floor Warden.
2. Help the Floor Warden supervise the evacuees on the safety floor.
3. The other occupants of the floor who participate in an emergency evacuation drill will follow the instructions included in the announcement of the drill.
4. The Alternates will be asked to proceed via the emergency exit stairwells to the floor below and to remain at the designated gathering location until the "all clear" is given.

Post Evacuation Drill Activities:

1. Post drill meetings will be held with all Emergency Evacuation Team members to discuss identified issues/concerns and comments.
2. A formal summary report will be generated from on-site observations within four weeks of the drill.
3. The report will be filed by the Property Manager and retained for future reference and documentation.

