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FIRE & LIFE SAFETY MANUAL

*Prepared by Alter Asset Management, L.L.C.
for*

ERIKSON INSTITUTE

July 2008

**111 West Illinois Street
451 N. LaSalle Street
Chicago, Illinois 60654**

**111 WEST ILLINOIS/451 N. LASALLE
FIRE & LIFE SAFETY MANUAL**

Prepared by ALTER ASSET MANAGEMENT, LLC

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FIRE ALARM/LIFE SAFETY SYSTEM

The building is equipped with a Simplex fire alarm system to ensure the early warning in the event of a fire. This system is monitored 24 hours per day/7 days per week by a monitoring company. If the system registers a fire alarm, the monitoring company will immediately dispatch the Fire Department to the building. This system is tested annually to ensure its effectiveness.

The building safety features are as follows:

Stairwells

The building is equipped with three fire rated stairwells to be used to evacuate the building in case of an emergency. The East stairwell is located near the restrooms on each floor and exits at the first floor in the alley. The Center stairwell is located near the freight elevator on each floor and exits at the first floor in the main building lobby. The West stairwell (which solely serves the Erikson space) is located near the Erikson elevator lobby on floors 2 – 4 and exits at the first floor in the alley. **Occupants should become familiar with the exact location of all three exit stairwells on their floors. During an emergency, occupants should use the emergency exit closest to them unless instructed otherwise by the Chicago Fire Department.**

Under normal circumstances, the stairwell doors are locked at all times. In a fire alarm situation, all of the stairwell door locks will automatically release. When the alarm is reset, the stairwell doors will be locked again. In the case of any other type of emergency that requires evacuation, the locks on the stairwell doors will be manually released to allow for access.

Standpipe Connections

Every floor in each stairwell is equipped with a 2 ½” fire hose valve connection for use by the Fire Department to connect their fire hoses. There are three Siamese connections located outside for use by the Fire Department: one is on Clark Street by the revolving door and two are on Illinois Street by each single swing door.

Fire Doors

All exit doors at the stairwells are fire rated doors and should never be propped open.

Fire Extinguishers

There is a fire extinguisher located in each stairwell on every floor of the building in addition to the fire extinguishers that are located in the occupant spaces.

Area of Rescue Two-Way Communication System (AIPHONE)

There is an emergency call station for the Area of Rescue Two-Way Communication System (AIPHONE) on the wall in each stairwell on every floor. There is a red button labeled “PRESS FOR HELP” and when activated it will ring the main building lobby and the call will be answered by the firemen or the Security Officer.

Fire Phones

A red fire phone is located in each stairwell on floors 10 and 5. This phone is connected to the fire alarm panel located in the lobby and provides direct communication with the firemen.

Life Safety System Speakers

Speakers are located throughout the building on occupant floors and in common areas. When the speakers are activated from the fire/life safety system panel they will sound a whooping tone and are also used to transmit information to occupants. The life safety panel has a one-way speaker system that allows communication with all floors of the building via the speakers. The speakers are tested annually to ensure they are operating properly.

Automatic Sprinkler System

The entire building is equipped with an automatic sprinkler system with sprinkler system heads that will activate if there is sufficient heat (approximately 155 degrees). This system is connected to a fire pump located in the center of the first floor on the west side that has the capacity to pump 1,000 gallons/minute of water through the system. The sprinkler system is equipped with flow switches which detect the movement of water within a sprinkler system pipe. If a flow switch is activated an alarm will register on the fire alarm panel and the monitoring company will immediately dispatch the Fire Department to the building.

Strobe Lights

Strobe lights are located throughout the building in occupant spaces and in common areas. When these lights are activated from the fire/life safety system panel they will flash on and off and are intended to alert the hearing impaired that there is an emergency. The strobe lights are tested annually to ensure they are operating properly.

Emergency Power

In the event of a power outage, the emergency generator will provide power to the emergency and exit lighting throughout the building so that all occupants can exit safely. It will also provide power to the freight elevator and one passenger elevator.

EMERGENCY RESPONSE TEAM

Each occupant is required to appoint people to serve as members of the Emergency Response Team. The people chosen should be individuals who rarely travel and who are familiar with the names and faces of all employees in your office.

The Chicago Fire Department has designated the following six (6) primary positions for the *Emergency Response Team*.

Area Captain – the supervisor/organizer

Floor Leader – the controller/evacuator

Searcher – the checker/evacuator

Stairwell Monitor – the pointer/instructor

Elevator Monitor – the reminder

Asst. to Physically Impaired – the assister

Once an *Area Captain* has been assigned for your area/floor, this person is responsible for explaining the procedures to the rest of the staff. The Management Office will maintain a complete list of the building's volunteers and will issue orange vests to be worn by the team members so that they can be easily identified by the Building Staff and the Fire Department.

The following pages contain a more extensive description of the responsibilities of each member of the *Emergency Response Team*.

OCCUPANT RESPONSIBILITIES IN A FIRE EMERGENCY

1. Each occupant should assign *Area Captains/Assistant Area Captains* to each floor; two *Searchers*; three *Stairwell Monitors*; and an *Elevator Monitor*.
2. Each *Area Captain* should be fully briefed for all emergencies and should assign someone as the *Assistant to the Physically Impaired*.
3. Each *Area Captain* should have a flashlight. These items are to be supplied by each individual firm.
4. Each *Area Captain* should assign personnel to assume responsibility for securities, cash and records during an emergency.

AREA CAPTAIN / ASST. AREA CAPTAIN

Description of Responsibilities:

The Area Captain is responsible for emergency coordination and for reporting any potential or actual emergency conditions to Building Security. The Area Captain is also responsible for organizing their emergency team members and making sure emergency procedures are carried out correctly.

Duties:

- Appoints personnel to the emergency team and fills all vacant positions.
- Maintains an updated roster of all Floor Leaders, Searchers, Stairwell Monitors, Elevator Monitors, Assistant to the Physically Impaired, and alternates.
- Alerts key personnel (Assistant Area Captain, Searchers, Floor Leaders, Stairwell Monitors, Elevator Monitors, and Assistant to the Physically Impaired) of potential emergencies.
- Supervises the activity and training of all key emergency team members.
- Ensures that all emergency team personnel know their assigned duties and locations in case of an emergency.
- Responsible for informing and training key emergency personnel and all floor personnel in emergency procedures.
- Pre-plans the handling of physically impaired personnel during evacuation.
- Responsible for the evacuation of floor personnel.
- Responsible for notifying the Elevator Monitor to evacuate.

The Assistant Area Captain will assist the Area Captain in all areas of responsibility and assume leadership role in his/her absence.

FLOOR LEADER

Description of Responsibilities:

Operating under the supervision of the Area Captain (and Assistant Area Captain), the Floor Leader is responsible for the control of people in their work area. They are responsible for the safe evacuation of personnel in their work area during a fire or other emergency.

Duties:

- Supervises assembly of personnel in their assigned work area.
- Responsible for the orderly evacuation of all personnel in their area via designated exits.
- Remains with the group throughout the evacuation period and leads them to pre-determined safe areas.
- Assists in training of all personnel in their work area.

SEARCHER

Description of Responsibilities:

Under the supervision of the Floor Leader, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storerooms, file rooms, coffee areas, restrooms, etc.

Duties:

- Checks all rooms, (including restrooms, conference rooms, reception areas, and remote areas) closing, but not locking all doors behind them.
- Places a post-it sticker on doors at knee height or lower to indicate that the room has been searched and evacuated. In the event of an actual fire, the floor may be filled with smoke by the time the firemen reach it and the lower the post-it sticker is placed, the easier it will be for them to see it.
- Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
- Evacuates non-employees found on the floor.

STAIRWELL MONITOR

Description of Responsibilities:

Under the direction of the Floor Leader, Stairwell Monitors are responsible for an assigned exit and assist in the orderly evacuation of personnel.

Duties:

- Takes a position at their assigned exit and assists in the evacuation of all personnel.
- Feels door with back of hand for heat – if no heat is detected, then opens the door slowly to inspect the stairwell for possible heat and smoke conditions before evacuation.
- Instructs personnel to form single file lines into the stairwell, and directs personnel to exit along the right side of the stairwell.
- Supervises and monitors evacuation flow while remaining calm and encouraging calmness and orderliness in evacuating personnel.
- Stays at exits until Searchers have cleared all personnel from floor.

ELEVATOR MONITOR

Description of Responsibilities:

Under the supervision of the Floor Leader, Elevator Monitors are responsible for making sure no one uses the elevator.

Duties:

- Directs employees to the nearest stairwell and ensures that no one uses the elevator.
- Must be familiar with the building evacuation plan and the location of all stairwells.
- Stays at their designated post until instructed to evacuate by the Area Captain.

ASSISTANT TO THE PHYSICALLY IMPAIRED

Description of Responsibilities:

Under the supervision of the Floor Leader, the Assistant to the Physically Impaired is responsible for making sure any physically impaired personnel are evacuated.

Duties:

- Maintains an up-to-date list of impaired employees on the floor. If possible, a “buddy system” will be implemented in which one or more Assistants to the Physically Impaired will be responsible for evacuating specific physically impaired co-workers.
- Moves all wheelchair-bound personnel to the stairwell area of rescue and presses the red button labeled “PRESS FOR HELP” on the AIPHONE emergency call station located on every floor in each stairwell to notify a fireman in the lobby that assistance is needed.

FIRE EMERGENCY PROCEDURES

When an emergency strikes, every minute counts. Remaining calm and following these general guidelines from the Chicago Fire Department can help keep you safe. The Chicago Fire Department has come up with the acronym CALM which stands for Call, Alert, Listen and Move.

**In the case of a fire...
Remember C.A.L.M.**

CALL 911 first and make sure you provide accurate information such as street address, floor number and location of fire or potential emergency.

ALERT Building Security at 773-406-7256. Provide accurate information about the fire or emergency information so that they can direct the fire department to the emergency when they arrive.

LISTEN for instructions from the fire officials that will be transmitted over the public address system or listen to the instructions provided when calling 911 because they may provide you specific instructions on what to do to stay safe.

MOVE to safety or evacuate only if you are in immediate danger, otherwise stay where you are. Depending on the location of the fire, you may be asked to move a couple of floors away from the fire floor but in most high-rise fires staying in place can be the safest option.

DO NOT:

- 1) DO NOT GO TO THE ROOF
- 2) DO NOT TAKE THE ELEVATORS
- 3) DO NOT BREAK WINDOWS

In the event of a high-rise fire, an evacuation can mean moving to a safe location or exiting the building, but in many situations you may be safer staying in place. If the fire is confined to one floor, you may be instructed to move a few floors below the fire. A full building evacuation will take place only if instructed by the Fire Department. When executing an emergency evacuation plan, it's important to remain CALM. However, if you are several floors away from the fire, and are on a safe floor, you may be asked to stay where you are. Practicing these important safety tips and always remembering: Call, Alert, Listen, and Move, will help keep you and building employees safe.

The Chicago Fire Department wants you to know that high-rise buildings are among the safest places to be. High-rise buildings are constructed with fire resistant materials, making them among the safest types of buildings in the event of a fire. National statistics indicate that less than one percent of fire related deaths occur in high-rise buildings. Being prepared and taking proper precautions in a fire emergency can help save your life.

The Management Office has issued a copy of the City of Chicago Commercial High Rise Fire Safety DVD to all occupants and we encourage occupants to review this information with all of their employees so that they are familiar with these fire safety procedures.

In addition, the Management Office has issued a copy of the City of Chicago Mass Evacuation DVD to all occupants and we encourage them to review this information with all employees.

EVACUATION PROCEDURES

In the event an evacuation is initiated, the strobe lights and signals will sound on your floor and you will receive instructions from the fire officials via the public address system to evacuate. Follow the procedures below:

1. Listen carefully to the instructions being transmitted by the fire officials over the public address system and immediately move to the designated floor.

If your floor does not receive any instructions over the public address system, remain in place until you have been further notified. Please be aware that people from another floor may have been instructed to evacuate to your floor or you may hear people evacuating in the stairwells.

2. The *Area Captain* is to alert the other members of the *Emergency Response Team* to assume their duties and begin the evacuation. The *Emergency Response Team* members should wear the orange vests provided by the Management Office so that they can be easily identified by other occupants and the Fire Department.

3. The *Floor Leader* is to walk the floor making sure that everyone is aware of the order to evacuate and directs all employees and visitors to proceed quickly to the nearest stairwell for a safe exit.

- The **EAST STAIRWELL** is located near the restroom and exits on the first floor in the alley.
- The **CENTER STAIRWELL** is located near the freight elevator and exits on the first floor in the main building lobby.
- The **WEST STAIRWELL** (which solely serves the Erikson space) is located on floors 2 – 4 near the Erikson elevator lobby and exits in the alley.

4. The *Stairwell Monitors* are to direct everyone to walk downward (**do not go to the roof**) to the designated floor keeping single file and to the right to allow firefighters ascending the stairwell a clear passage. Conversation should be kept to a minimum so that instructions may be heard.

- Before opening any doors, touch them to feel for heat. **DO NOT OPEN DOORS IF THEY ARE HOT!** Find another exit or notify Building Security at (773) 406-7256 that you cannot evacuate the floor and they will direct the firemen to your floor. **DO NOT ATTEMPT TO BREAK THE WINDOWS.**
- Check for smoke and stay low if smoke is present by crawling on the floor since clean air is closest to the floor.
- **DO NOT PANIC!** Remain calm. Panic is harmful to everyone and will hinder an orderly evacuation.

5. **DO NOT USE THE ELEVATORS.** In an emergency, the firemen will call all elevators to the lobby level for their use. The *Elevator Monitor* is to be posted in the elevator lobby to ensure that no one attempts to use the elevator.

6. The *Searchers* are to search all rooms including restrooms. After a room has been searched, close the door and place a post-it at the bottom of the door to indicate to the firemen that the room has already been searched.

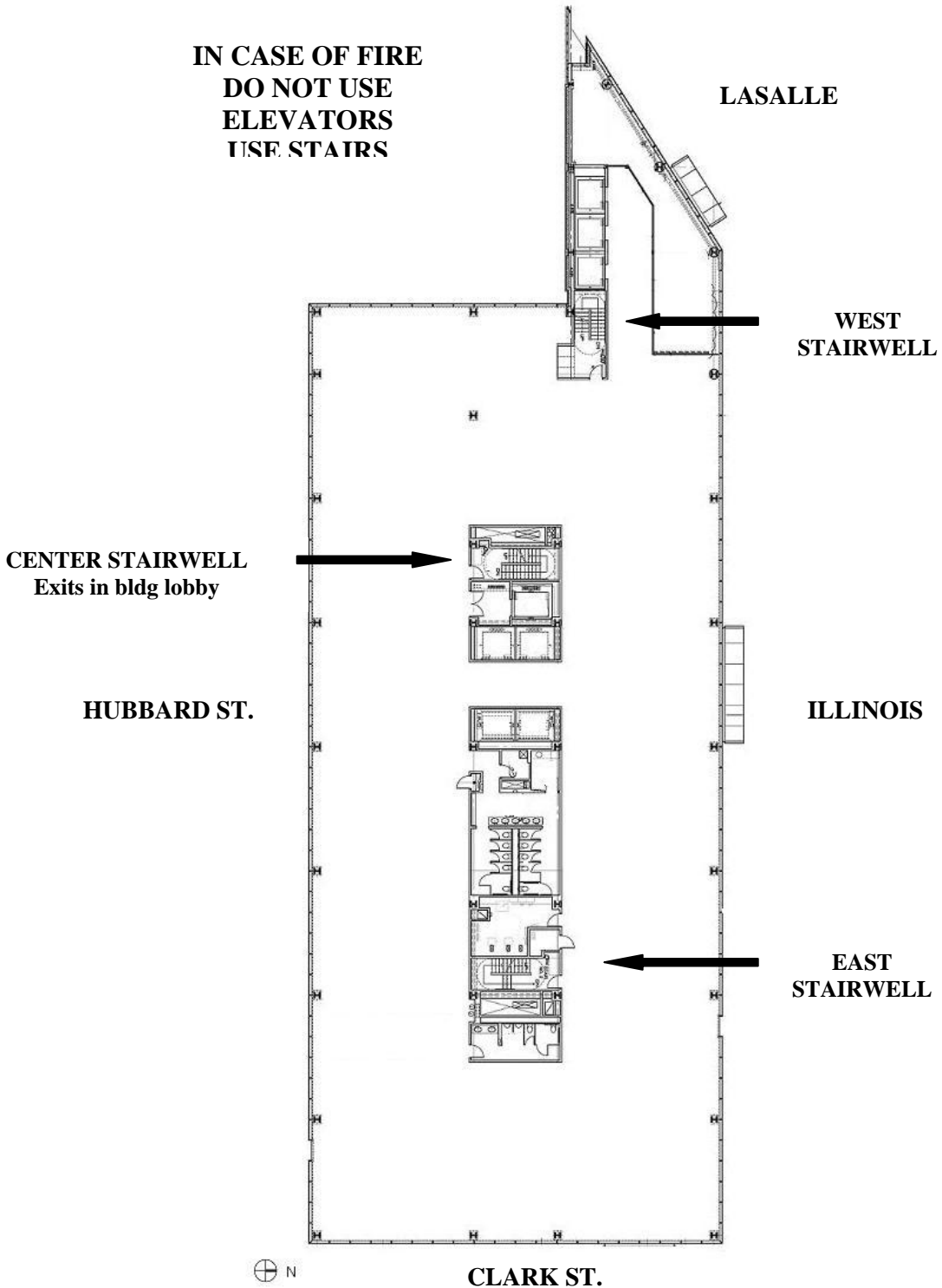
7. The *Assistant to the Physically Impaired* is to follow the procedure listed below:
 - a) If there is smoke on the floor, move all physically impaired individuals to the stairwell area of rescue and press the red button labeled “PRESS FOR HELP” on the AIPHONE emergency call station located on every floor in each stairwell to notify a fireman in the lobby that assistance is needed.
 - b) If there is no smoke on the floor, notify Building Security at (773) 406-7256 that help is needed and stay with them on the floor until the firemen arrive.

NOTE: A “physically impaired individual” includes everyone with any sort of impairment that will be moving at a slower rate than general traffic (i.e. someone who recently had surgery, a pregnant woman, person with broken bone, etc.).

8. The *Area Captain* is the last one to leave the floor. Before leaving, check offices and other rooms that were not inspected (if doors are open and do not have post-it notes). Make sure all doors are closed because this helps to contain fire and smoke.
9. Once an evacuation has begun, do not re-enter the evacuated area until it has been declared safe by the Fire Department officials.
10. The *Area Captain* should take a head count (using a current list of employees) and confirm that their evacuated personnel are present and accounted for at the designated evacuation floor. If someone is not accounted for, immediately notify the firemen in the lobby by pressing the red button labeled “PRESS FOR HELP” on the AIPHONE emergency call station located on every floor in each stairwell so that they may send help.

**TYPICAL FLOOR PLATE
FLOORS 2-4**

There are three stairwells on each floor of Erikson's space. On floors 2-4, the East Stairwell is located near the restrooms and exits at the first floor in the alley. The Center Stairwell is located near the freight elevator and exits at the first floor in the main building lobby. The West Stairwell is located near the Erikson elevator lobby and exits at the first floor in the alley. Please familiarize yourself with the location of these stairwells.



BASIC FIRE FACTS

SMOKE

Smoke does not necessarily mean there is fire. Smoldering carpet, for instance, will produce great amounts of smoke without a fire. In any case, your prime objective should be to leave your suite at the first sign of smoke. Smoke will start to accumulate at the ceiling and work its way down. "Exit" signs may begin to disappear. Smoke is very irritating to eyes and your eyes will automatically close. Lastly, fresh air is at or near the floor level. Get on your hands and knees (or stomach) and stay there as you crawl or make your way out to safety.

EMERGENCY EXITS

It is absolutely critical that you check the location of the nearest exit to your work area. You should also have alternative routes that will take you to the nearest stairway exit (refer to page 13 for the location of the stairwells). Keep in mind, if there is an actual emergency the Fire Department may direct you to use a specific stairwell. It may be necessary to crawl on your hands and knees to avoid the smoke. Be aware of the landmarks and position of desks and doors at this level. Once you're at the designated safety exit, there are a few additional rules to follow. Before you open or touch a door, test it to see if it's hot. **NEVER open a hot door!** If doors are normal, then proceed. **Once you are through the door, be sure to close it tightly.** Doors are an excellent "stop" to smoke and active fire. Some doors have a fire rating up to two hours, which will serve as excellent protection to the occupants on the safe side. If you find smoke in the exit stairwell, you can be assured people are leaving the doors open as they enter the exit.

ELEVATORS

Elevators, by law, cannot be considered an exit. Elevator equipment and controls tend to be unreliable in an emergency situation. Elevators tend to go to the floor where the fire is located. Once open on the floor, toxic fumes, smoke and heat can kill its passenger. **Never evacuate a building by use of the elevators, always use the stairwells.**

FALSE ALARMS

False alarms are a problem. The best policy, of course, is to be safe rather than sorry. If you are responsible for a false alarm or know that the fire department was called, notify Building Security at (773) 406-7256 immediately. Your cooperation is appreciated.

FIRE EXTINGUISHERS

There is one 5 lb. ABC fire extinguisher located in each stairwell (West, Center and East) on each floor. In addition, each occupant space has fire extinguishers located in various locations. These extinguishers can be effectively used on any type of fire within the building. Instructions on how to use the extinguishers are prominently displayed on the front of each extinguisher. Please familiarize yourself with the locations of and usage directions of these extinguishers.

To use a fire extinguisher - Remember P A S S

PULL Pull pin

AIM Aim low and point the hose at the base of the fire

SQUEEZE.... Squeeze the handle to release the extinguishing agent.

SWEEP..... Sweep from side to side at the base of the fire until it appears to be out

Only use a fire extinguisher to fight a fire if the following conditions exist:

- a) The fire is small (confined in a wastebasket, small piece of equipment, electrical box, etc.).
- b) You can fight the fire with your back to an exit.
- c) Your extinguisher works properly and you know how to use it.
- d) You've been trained to get out quickly if your extinguishing effort is failing.

Do not attempt to fight a fire with a fire extinguisher if:

- a) The fire is spreading rapidly.
- b) The fire could block your escape route.
- c) You are not sure or do not know how to operate an extinguisher.

DAILY FIRE PREVENTION TIPS

- Make sure appliances such as coffee makers and toaster ovens are turned off when not in use.
- If electrical equipment or a fluorescent light is not working properly, or if you smell an unusual odor, disconnect or turn off the light and call Building Security at (773) 406-7256.
- Leave plenty of space for air to circulate around electric office equipment since it normally gives off heat.
- Space heaters are a fire hazard and are not allowed in the building. If you have a heating concern, contact the Building Engineer at (773) 406-4260 or 312.893.7201.
- Do not stack materials in closets or storage rooms close to the ceiling so as to obstruct the sprinkler head. Provide a minimum clearance of 18” between the ceiling and sprinkler head.
- Do not overload electrical plugs or have extension cords running throughout the space where they can be stepped on and do not plug more than one extension cord into another.
- Do not block exit doors.
- Do not prop open stairwell doors or allow office suite doors to remain open. Open doors permit the spread of fire and smoke.
- All aisles leading to an exit must maintain 44” wide path free of obstructions for a safe means of egress.

BOMB THREATS

According to the BOMA Emergency Planning Guidebook, there are two reasons for a caller to report a bomb threat. In the first instance, the caller has definite knowledge or believes that a bomb has or will be placed and they want to minimize personal injury or property damage. The second instance is that the caller wants to create an atmosphere of anxiety and panic which will result in disruption of normal business activities.

Basic Occupant Responsibilities

1. Each occupant should brief the receptionist on phone threat procedures.
2. Each occupant should have a copy of the Bomb Threat Checklist (refer to page 19) or a blue Chicago Police Bomb Threat form near the receptionist's telephone.

Bomb Threat Emergency Procedures

1. Receiving Telephone Threats
 - a. Immediately ask the caller the questions listed on the Bomb Threat Checklist (refer to page 19). This information will be extremely helpful to the police and the police officer will want to speak to the person who received the call.
 - b. Attempt to keep the caller on the line as long as possible. Try to attract the attention of a co-worker and have them call 9-1-1 to request that the call on your line be traced.
 - c. After the caller has hung up, immediately complete the remaining portion of the FBI Bomb Threat Checklist and call 9-1-1 from a hard-wired telephone (not a cell phone).
 - d. Notify Building Security at (773) 406-7256 that you have received a bomb threat and that the police are on their way.
 - e. Do not make statements to newspapers, radio, or television news.
2. Receiving Written Threats
 - a. Written threats are less frequent than telephone threats but must be taken as seriously.
 - b. Avoid physical handling of the written threat. This evidence will be analyzed by the police department for fingerprints, postmarks, handwriting and typewriting.
 - c. Notify Building Security at (773) 406-7256 that you have received a bomb threat and they will call the Police.
3. Searching Procedures
 - a. The Chicago Police Department requires that the occupant who received the bomb threat conduct a search of their entire occupant space to attempt to identify usual or suspicious items. The occupant is the most familiar with the contents of their space and is more likely to identify an object that is out of the ordinary.

- b. The Emergency Response Team members should be notified to assist and search areas in the occupant space such as coatrooms, conference rooms, computer rooms, workstations and trash cans. Report anything that looks unusual. Attempt not to panic others since this will increase the risk of injury.
- c. The Building staff will be responsible for having the following common areas searched:

Maintenance Areas	Freight Elevator
Telephone Equipment Rooms	Entrance and Main Building Lobby
Loading Dock Restroom	Exterior of Building
Stairwells	Trash Storage Areas
Janitor Closets	Loading Dock
- d. **If a suspected device is found, do not touch it!** Clear the area and close all doors to isolate it. Notify Building Security at (773) 406-7256. Guard the area and keep people away until a Police Officer inspects the device. Do not use cell phones and turn off all portable radios as some bombs can be activated by radio frequencies.
- e. If the Police Officer believes that the suspected device is a bomb, they will call for a supervisor and/or Bomb and Arson Squad and may recommend that the floor where the object is found and the floor above and below are to be evacuated. Their authority exceeds that of the occupant or Management and their instructions are to be followed.

Evacuation

1. Evacuation of the building is a decision made by each occupant or the Police or Fire Department officials only. The Building Staff will not make the decision to evacuate the building.
2. In the event the decision to evacuate is made by the occupant, the Occupant Emergency Response Team Members should be notified to assist in the evacuation and direct all employees to use the nearest stairwell and proceed to a staging area, not in the building.
3. Contact Building Security at (773) 406-7256 and inform them of the decision to evacuate and the location of the staging area so that they can inform the Police and/or Fire Department.

BOMB THREAT CHECKLIST

Date: _____ Call Received By: _____

Time: _____ am /pm Phone # Call Received On: _____

CALLER CHARACTERISTICS

Male Female Adult Juvenile - enter age: _____

VOICE

Loud

Raspy

Fast

Distorted

Soft

Pleasant

Slow

Nasal

High Pitch

Other

Stutter

Lisp

Deep

Slurred

Other

LANGUAGE

Excellent

Foul

Good

Slang

Poor

Other

Educated

ACCENT

Local

Not Local

Foreign

Describe: _____

MANNER

Calm

Incoherent

Emotional

Irrational

Excited

Laughing

Angry

Other (describe) _____

BACKGROUND NOISE

Traffic

Trains

Airplanes

Voices

Machinery

Music

Animals

Office

Machines

Other (describe) _____

QUESTIONS TO ASK THE CALLER:

1. When will it go off (time of day, time remaining)? _____
2. Where is it located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. How do you know about it? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. Where do you live? _____
10. What is your name? _____

CALLERS EXACT WORDS:

MEDICAL EMERGENCIES

Upon discovering a sick or injured person:

- Provide appropriate First-Aid if trained personnel are on the scene.
- Call 911 and state the following:
 1. State nature of emergency
 2. State building's address
 3. State your name and floor/suite number
 4. State what is being done for the person
- Call Building Security at (773) 406-7256 or (312) 893-7202 and inform them of the exact location of the person, type of injury, etc. Security will lock off an elevator for the paramedics and meet them in the lobby.
- Make the person as comfortable as possible; do not attempt to move the person. Remain with the person.
- Try to obtain as much information as possible to provide to the emergency responders
 1. Name of person
 2. Nature of the problem
 3. Medication that the person may be taking (this will help emergency responders better determine the medical history of the patient).
 4. Condition of the person (i.e., conscious, difficulty in breathing, chest pains, etc.)
 5. If the person is unconscious, remember the time that has lapsed.
- Move all furniture or obstacles out of the way so that emergency responders have easy access to the patient.

POWER FAILURE

In the case of a power failure, the emergency building generator will turn on and provide power for the emergency and exit lighting so that people can exit safely. Emergency lighting is located throughout the building on the floors and in the stairwells. In addition, the generator will provide power for the freight elevator and one passenger elevator.

In the case of a total power failure, all equipment should be turned off until the electricity has been restored. This will help reduce the initial load when the electricity is restored, reducing the likelihood of an overload and additional failures.

TORNADO/SEVERE WEATHER

There are two designations placed on a tornado; a *WATCH* and a *WARNING*. The City of Chicago Guide To Tornado Preparedness indicates the following:

- When a **Tornado Watch** is issued by the National Weather Service, tornados are possible in our area. Remain alert for approaching storms.
- When a **Tornado Warning** is issued by the National Weather Service, it means that a tornado has been spotted or indicated by weather radar.

The City of Chicago has an early warning system to warn outdoor residents of impending danger. When activated the sirens emit a loud wailing noise that goes up and down for three minutes. Individuals who hear the sirens while outdoors should seek immediate indoor shelter inside a sturdy building away from windows and glass. When the threat has passed, the siren will emit a steady wailing signal for three minutes.

NOTE: The City conducts a 20-second test tone the first Tuesday of every month at 10:00am. The test tone level is at a lower pitch volume than the actual alert sound.

We encourage all of our building contacts to sign up to receive notification of severe weather from the Emergency Email & Wireless Network which is a free public service. The link to the website is <http://www.emergencyemail.org/> and the top left hand side of the page is titled "SIGN UP HERE". Click on "Illinois", "Cook County", enter personal information and click the box that states "Severe Weather Info". It is helpful to receive advance notification so that you can notify your employees of severe weather.

Actions to Take

If a tornado or severe weather warning is heard for our immediate area, the following steps should be taken:

1. The *Emergency Response Team* members (appointed by each occupant) should direct fellow employees and visitors to ***STAY AWAY FROM THE WINDOWS*** and move toward the interior of the space or the center of the building (restrooms and stairwells). Close the doors of rooms which have windows.
2. Keep your radio or television set tuned to a local station for information.
3. In most instances the decision to evacuate the occupant space will be made by each occupant and not building management.
4. Learn the protection position which is on knees, bent forward, with fingers locked behind your head.

TORNADO/SEVERE WEATHER WARNING EVACUATION

If you are asked to evacuate your space, instructions will be issued via the life safety public address system. If, at anytime, you feel you should leave the floor, be certain to use the fire stairwells only. **Elevators should never be used.**

The building is equipped with three exit stairwells -- the West stairwell (which solely serves the Erikson space) is located near the Erikson elevator lobby on floors 2 – 4 and exits at the first floor in the alley, the Center Stairwell is located by the freight elevator and exits at the first floor in the main building lobby, and the East Stairwell is located near the restrooms on each floor and exits at the first floor in the alley.

MAIL

During the year of 2001, the F.B.I. issued several advisories against suspicious packages or letters that could contain a threat of anthrax. Although there is no reason to suspect that anyone is a target of any kind of mail related to terrorism, the following steps should still be taken when handling and opening mail:

Be cautious when opening mail or packages that:

- Has no return address or the postmark or sender is unusual.
- Are from outside the country.
- Have misspelled address information.
- Seem to have excessive or inadequate postage.
- Are addressed to a title and not a person.
- Are poorly typed or written.
- Have handwriting that is not familiar or indicates a foreign style (common words are misspelled; have rub-on block lettering).
- Are marked “personal” or “special delivery.”
- Are lopsided or unusually thick.
- Seem heavy for its size.
- The contents seem stiff or springy.
- Appear wet, badly stained, or “greasy.”
- Appear to have been opened previously.
- Exhibit any kind of powdery looking substance regardless of the color of the substance.
- Smell like almonds or other suspicious odors.

If you receive any suspicious mail or packages, do not shake, open, taste, or smell them. Leave the package where it is and remove yourself and those around you from the area immediately. Call 9-1-1. Notify Building Security at (773) 406-7256. Wait for the appropriate government authorities to take control of the scene and follow their directions.

While there is no need to panic or be overly concerned that “suspicious” mail will be delivered to Erikson or 111 W. Illinois, it is important to use good judgment and common sense if you do receive any mail that looks suspicious.

BIOLOGICAL THREAT

A biological attack is the deliberate release of germs or other biological substances that can make you sick. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in diseases you can catch from other people.

If There is a Biological Threat

Unlike an explosion, a biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. You will probably learn of the danger through an emergency radio or TV broadcast, or some other signal used in your community. You might get a telephone call or emergency response workers may come to your door.

In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. However, you should watch TV, listen to the radio, or check the Internet for official news including the following:

- Are you in the group or area authorities consider in danger?
- What are the signs and symptoms of the disease?
- Are medications or vaccines being distributed?
- Where?
- Who should get them?
- Where should you seek emergency medical care if you become sick?

Protect Yourself

If you become aware of an unusual and suspicious release of an unknown substance nearby, it doesn't hurt to protect yourself. Quickly get away. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help. Wash with soap and water and contact authorities.

Symptoms and Hygiene

At the time of a declared biological emergency, if a co-worker or family member becomes sick, it is important to be suspicious. Do not automatically assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.

CHEMICAL THREAT

A chemical attack is the deliberate release of a toxic gas, liquid or other solid that can poison people and the environment.

Possible Signs of Chemical Threat

- Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
- Many sick or dead birds, fish or small animals are also cause for suspicion.

If You See Signs of Chemical Attack

- Quickly try to define the impacted area or where the chemical is coming from, if possible.
- Take immediate action to get away.
- If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.
- Otherwise, it may be better to move as far away from where you suspect the chemical release is and “shelter-in-place”.
- If you are outside, quickly decide what is the fastest escape from the chemical threat. Consider if you can get out of the area, or if you should follow plans to “shelter-in-place”.

If You Think You Have Been Exposed to a Chemical

If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical.

- If you think you may have been exposed to a chemical, strip immediately and wash.
- Wash with soap if possible, being sure not to scrub the chemical into your skin.
- Seek emergency medical attention. Call 9-1-1.

EXPLOSIONS

If There is an Explosion

- Take shelter against your desk or a sturdy table.
- Use the nearest stairwell to exit the building as soon as possible.
- Do not use elevators.
- Check for fire and other hazards.
- Take your emergency supply kit if time allows.

If You Are Trapped in Debris

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so that you don't kick up dust.
- Cover your nose and mouth with anything you have on hand (dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so that rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as the last resort because it can cause you to inhale dangerous amounts of dust.

NUCLEAR BLAST

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around. While experts may predict at this time that a nuclear attack is less likely than other types, terrorism by its nature is unpredictable.

If There is a Nuclear Blast

- Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.
- Quickly assess the situation.
- Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to “shelter-in-place”.
- In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.
 - Shielding: If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less.
 - Distance: The farther away you are from the blast and the fallout the lower your exposure.
 - Time: Minimizing time spent exposed will also reduce your risk.

Use available information and assess the situation. If there is a significant radiation threat, health care authorities may or may not advise you to take potassium iodide. Potassium iodide is the same stuff added to your table salt to make it iodized. It may or may not protect your thyroid gland, which is particularly vulnerable, from radioactive iodine exposure. Consider keeping potassium iodide in your emergency kit; learn what the appropriate doses are for each of your family members. Plan to speak with your health care provider in advance about what makes sense for your family.

RADIATION THREAT

A radiation threat or “Dirty Bomb” is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. While the blast will be immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene. As with any radiation, you want to try to limit exposure.

If There is a Radiation Threat or “Dirty Bomb”

In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.

- Shielding: If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less.
- Distance: The farther away you are from the blast and the fallout the lower your exposure.
- Time: Minimizing time spent exposed will also reduce your risk.

As with any emergency, local authorities may not be able to immediately provide information on what is happening and what you should do. However, you should watch TV, listen to the radio, or check the Internet often for official news and information as it becomes available.

PREPARING AND RESPONDING TO A CHEMICAL OR BIOLOGICAL ATTACK

EMERGENCY SUPPLY KIT

All occupants should have an emergency supply kit on hand that includes the following:

- Battery-powered radio with extra batteries
- Flashlights with extra batteries
- Non-perishable food and drinking water
- Roll of duct tape
- Scissors
- Plastic for doors, windows and vents to seal off an internal room from air that may contain dangerous chemicals
- Whistle to signal for help
- First aid kit
- Sanitation supplies including soap, water and bleach

BUILDING STAFF RESPONSE

If we become aware of an unusual and suspicious release of an unknown substance nearby, the building engineer will make all reasonable efforts to promptly shut down the HVAC (heating, ventilation and air-conditioning) system to reduce the chance that the substance will enter the building. The government emergency response personnel will most likely instruct us to “shelter-in-place” and keep everyone in the building and we will make every reasonable effort to do so. We would then lock down the building so that no one can enter or exit.

Our response to an indoor chemical or biological release will most likely be a total evacuation of the building (provided this can be done safely), unless we are instructed by government emergency response personnel to “shelter-in-place”.

We will communicate information that we receive to occupants via the building life safety intercom system.

EMERGENCY RESPONSE TEAM FORM

Each occupant is responsible to designate and train individuals to be members of the *Emergency Response Team*. This form must be submitted to the Management Office to keep on file. A separate form is to be completed for each occupant floor. Please submit revisions to this form on an as needed basis.

Occupant Name: Erikson Institute Floor/Suite #: 2nd

Occupant Contact Name: _____ Date: _____

	<u>Primary Name</u>	<u>Alternate Name</u>
Area Captain	<u>Karen Janke</u>	_____
Asst. Area Captain	_____	_____
Floor Leader	_____	_____
Searcher	<u>Sean DeSantis</u>	_____
Searcher	<u>Stephanie Bynum</u>	_____
Stairwell Monitor West Stairwell	<u>Maria Lasky</u>	_____
Stairwell Monitor Center Stairwell	<u>Matthew Meade</u>	_____
Stairwell Monitor East Stairwell	_____	_____
Elevator Monitor	<u>Maria Lasky</u>	_____
Asst. to Physically Impaired	_____	_____

EMERGENCY RESPONSE TEAM FORM

Each occupant is responsible to designate and train individuals to be members of the *Emergency Response Team*. This form must be submitted to the Management Office to keep on file. A separate form is to be completed for each occupant floor. Please submit revisions to this form on an as needed basis.

Occupant Name: Erikson Institute Floor/Suite #: 3rd Floor

Occupant Contact Name: _____ Date: _____

	<u>Primary Name</u>	<u>Alternate Name</u>
Area Captain	<u>Michel Frendian</u>	_____
Asst. Area Captain	_____	_____
Floor Leader	_____	_____
Searcher	<u>Gregory Tate</u>	_____
Searcher	<u>Jessica Manvell</u>	_____
Stairwell Monitor West Stairwell	<u>Alex Yang</u>	_____
Stairwell Monitor Center Stairwell	<u>Sarah Fineout</u>	_____
Stairwell Monitor East Stairwell	<u>Matthew Zaradich</u>	_____
Elevator Monitor	<u>Alex Yang</u>	_____
Asst. to Physically Impaired	_____	_____

EMERGENCY RESPONSE TEAM FORM

Each occupant is responsible to designate and train individuals to be members of the *Emergency Response Team*. This form must be submitted to the Management Office to keep on file. A separate form is to be completed for each occupant floor. Please submit revisions to this form on an as needed basis.

Occupant Name: Erikson Institute Floor/Suite #: 4th Floor

Occupant Contact Name: _____ Date: _____

	<u>Primary Name</u>	<u>Alternate Name</u>
Area Captain	<u>Marcos Higareda</u>	_____
Asst. Area Captain	<u>David Wilson</u>	_____
Floor Leader	_____	_____
Searcher	<u>Chris Simons</u>	_____
Searcher	<u>Lynn Hart</u>	_____
Stairwell Monitor West Stairwell	<u>Denis Mica</u>	_____
Stairwell Monitor Center Stairwell	<u>Jeffrey Brennan</u>	_____
Stairwell Monitor East Stairwell	<u>Adam Rife</u>	_____
Elevator Monitor	<u>Denis Mica</u>	_____
Asst. to Physically Impaired	_____	_____

PHYSICALLY IMPAIRED EMPLOYEE LIST

The following list of employees that require assistance in the event of an emergency should be updated at least quarterly with a copy submitted to Building Security. Each physically impaired individual should have at least one *Assistant to the Physically Impaired* team member assigned to assist him or her to an area of safety in the event of an emergency.

An AIPHONE emergency call station is located in each stairwell on every floor. There is a red button labeled "PRESS FOR HELP" and may be used to communicate with the firemen that there is a physically impaired employee in the stairwell that requires assistance.

Occupant Name: _____ Floor/Suite#: _____

Contact Name: _____ Date: _____

Name: _____

Nature of Disability: _____

Location in Suite: _____ Direct Phone Number: _____

Assistant to Physically Impaired Team Member Name: _____

Name: _____

Nature of Disability: _____

Location in Suite: _____ Direct Phone Number: _____

Assistant to Physically Impaired Team Member Name: _____

Name: _____

Nature of Disability: _____

Location in Suite: _____ Direct Phone Number: _____

Assistant to Physically Impaired Team Member Name: _____