Erikson Institute

Emergency Procedures Quick Reference

FIRE EMERGENCY PROCEDURES
Remember C.A.L.M.:
C – Call 911 first.
A – Alert Building Security at 773-406-7256.
L – Listen for instructions over the Public Address System.
M – Move to a safe area or evacuate down the nearest stairwell if you are in immediate danger. If not, stay where you are.

IF YOU SMELL SMOKE
• Call Building Security at 773-406-7256.
• Notify your Office Manager or Area Captain.
• Wait for instructions.

EVACUATION PROCEDURES
• If you receive instructions over the Public Address System to evacuate, proceed down the nearest stairwell to the designated floor.
• Do not use the elevators unless instructed.
• Wait for instructions.

BOMB THREAT EMERGENCY PROCEDURES
• If received by phone, immediately ask the caller the following questions:
  o When is the bomb going to explode?
  o Where is it right now?
  o What does it look like?
  o What kind of bomb is it?
  o What will cause it to explode?
• Alert a co-worker and have them call 911 and request that the call be traced. If this is not possible, call 911 when the caller has hung up.
• Call Building Security at 773-406-7256.
• Inspect your own work area and note any suspicious objects, but do not touch or remove them.
• Wait for instructions.

MEDICAL EMERGENCY PROCEDURES
• Call 911 and give them your street address and floor number and tell them the nature of the emergency.
• Call Building Security at 773-406-7256.
• Remain with the injured party and try to obtain as much information as possible to provide to the emergency responders.
• Do not move the person.
BUILDING EVACUATION PLAN, 451 NORTH LASALLE STREET

IN CASE OF FIRE
DO NOT USE ELEVATORS
PLEASE USE STAIRS
BUILDING EVACUATION PLAN, 451 NORTH LASALLE STREET

IN CASE OF FIRE
DO NOT USE ELEVATORS
PLEASE USE STAIRS
BUILDING EVACUATION PLAN, 451 NORTH LASALLE STREET

IN CASE OF FIRE
DO NOT USE ELEVATORS
PLEASE USE STAIRS