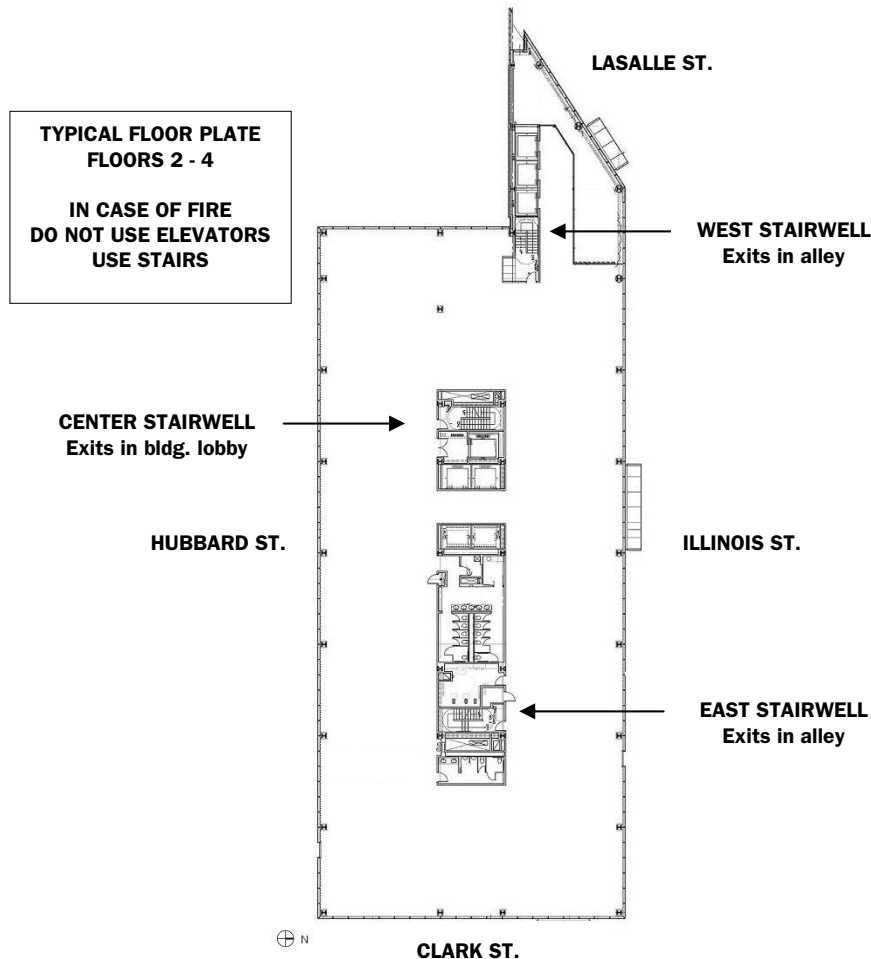


Erikson Institute

Emergency Procedures Quick Reference



ALTERASSET MANAGEMENT
(312) 329-9200

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.

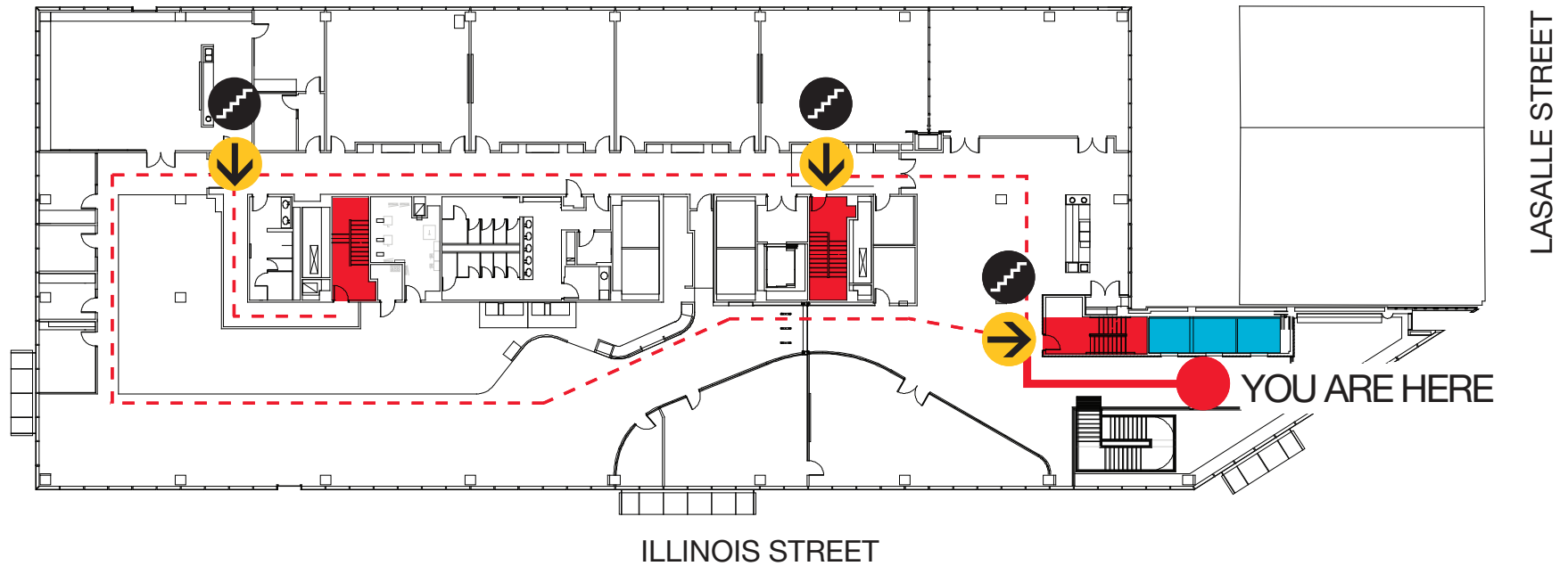
BOMB THREAT EMERGENCY PROCEDURES

- If received by phone, immediately ask the caller the following questions:
 - When is the bomb going to explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - 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



EXIT



STAIR



ELEVATOR



PRIMARY EXIT



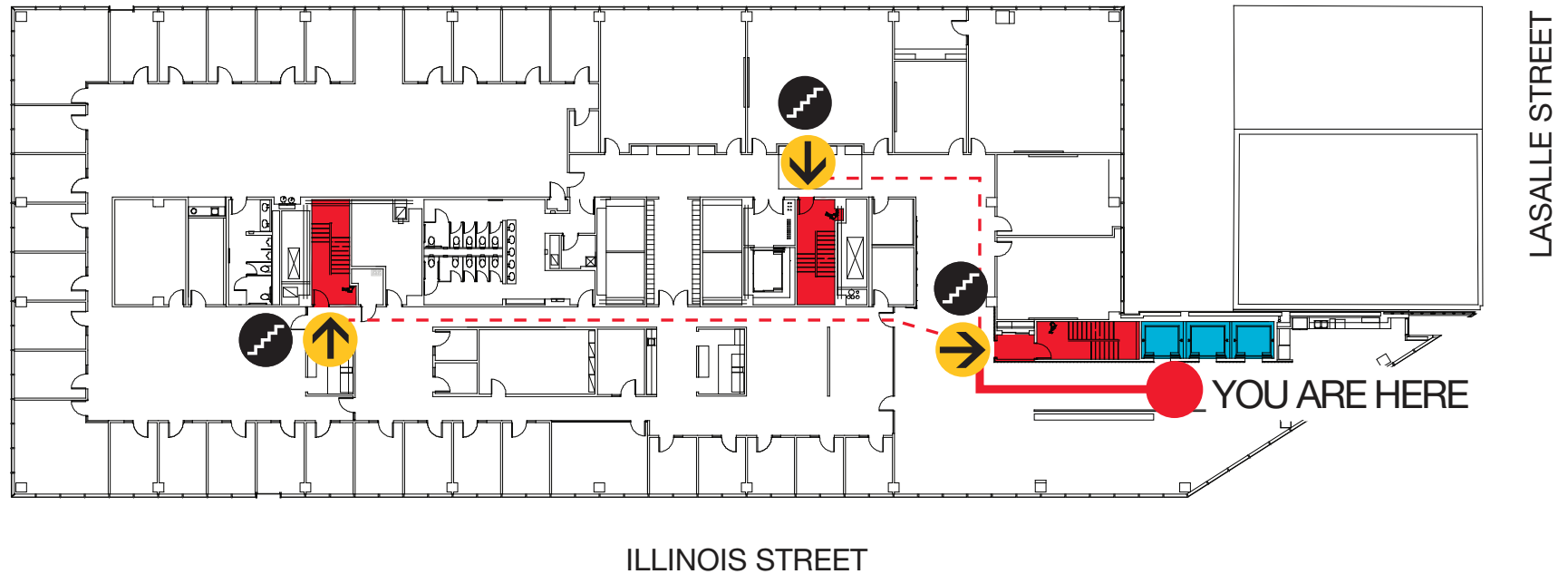
SECONDARY EXIT

FLOOR

2

IN CASE OF FIRE
DO NOT USE ELEVATORS
PLEASE USE STAIRS

BUILDING EVACUATION PLAN, 451 NORTH LASALLE STREET



EXIT



STAIR



ELEVATOR



PRIMARY EXIT



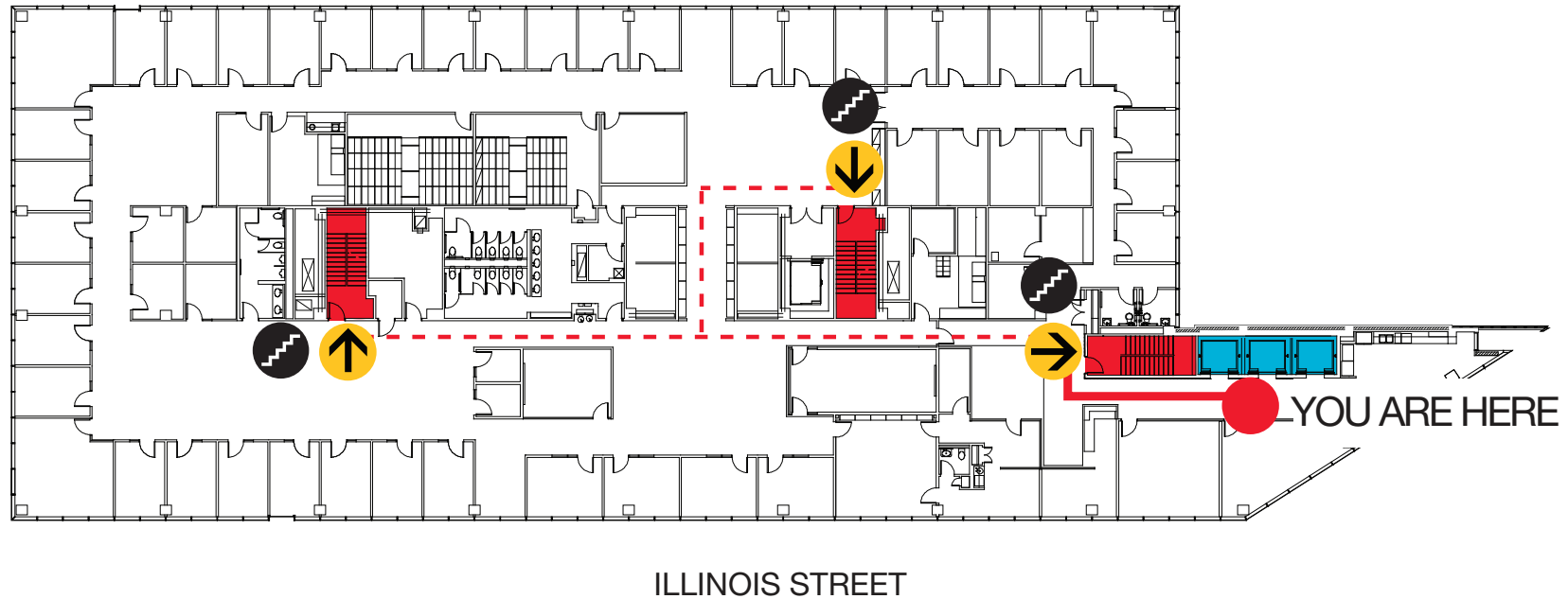
SECONDARY EXIT

FLOOR

3

IN CASE OF FIRE
DO NOT USE ELEVATORS
PLEASE USE STAIRS

BUILDING EVACUATION PLAN, 451 NORTH LASALLE STREET



EXIT



STAIR



ELEVATOR



PRIMARY EXIT



SECONDARY EXIT

FLOOR

4

IN CASE OF FIRE
DO NOT USE ELEVATORS
PLEASE USE STAIRS