

# Welcome to 200 South Wacker

Welcome to 200 South Wacker. The building you work in has been designed, equipped and staffed with your personal safety in mind. Even the best equipment or most diligent personnel, however, cannot guarantee that an emergency will not occur while you are here. That is why we have provided you with this brochure – to help you remember the important actions to take in an emergency. Enclosed you will find a quick reference to building emergency procedures, emergency telephone numbers, as well as a typical building floor plan.

One of the best ways to stay safe in an emergency is to know what safety equipment and plans are in place, and know how to personally respond in a crisis.

## KNOW THE SYSTEMS AND EQUIPMENT

200 South Wacker has a fire control center where security personnel can detect the location of any alarm activated in the building. The building is equipped with fire sprinklers and fire extinguishers located on every floor.

The stairwells are equipped with automatic door releases which automatically unlock when an alarm is activated allowing occupants to enter a safe refuge floor from the stairwell.

The building is equipped with a public address system so emergency information can be broadcast to every floor.

The elevators are designed to react to emergencies in a specific manner. If a fire alarm is activated, the elevators stop and return to the lobby where the doors open and stay open until reset. Should the building lose power, all the elevators will initially recall to the lobby.

## KNOW THE EMERGENCY PLAN

In addition to equipping this building for your safety, we have also developed an emergency plan of action because systems are not the only things we should rely on in an emergency.

The plan calls for Floor Warden Teams on each floor. These are volunteers whose job is to serve as the contact between your floor and 200 South Wacker's staff during an emergency. Floor Wardens are also responsible for supervising an evacuation if necessary.

The plan also depends on our tenants knowing what to do Before... During... and After... such an event. We hope you will take the time to review this brochure from time to time, so you will know what to do in case of an emergency.

**Together, we can set new standards of life safety knowledge and response.**

## Quick Reference

### C.A.L.M.

**Call** 911 First

**Alert** Building Security at (312) 853-3185

**Listen** for instructions over the Fire Life Safety System

**Move** to the nearest stairwell and relocate as directed or evacuate if you are in danger

### Remember...

- Search for people in remote or loud areas
- Assist people with disabilities
- Close, but do not lock, all doors
- If smoke is present, stay close to the ground
- Stay to the right side of the stairs
- **Never use an elevator**
- Remain calm

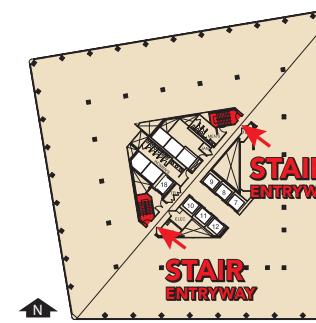
My nearest exit is: \_\_\_\_\_

My next nearest exit is: \_\_\_\_\_

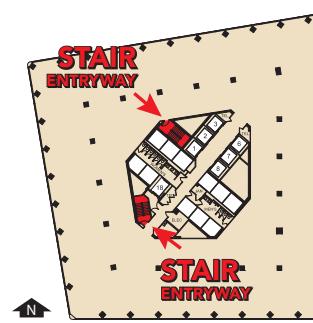
My Floor Warden is: \_\_\_\_\_

My relocation site is: \_\_\_\_\_

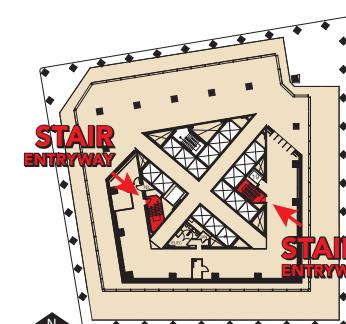
## KNOW WHERE YOUR EXITS ARE LOCATED



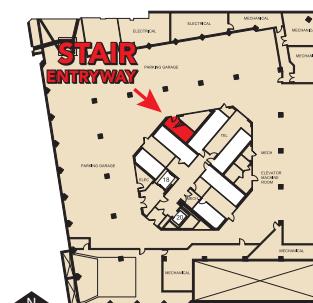
FLOORS 18-40



FLOORS 4-17



MEZZANINE 1-2



LOWER LEVEL 1-2

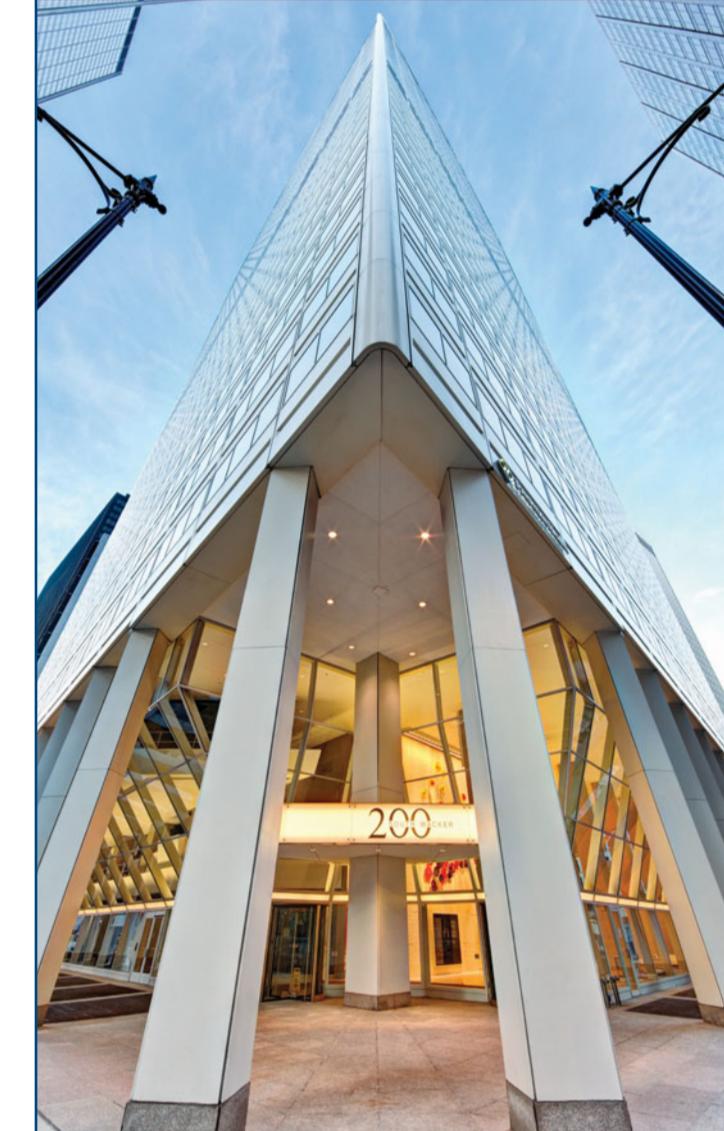
### KEY

■ Stairwell Location

The floor plans shown above are a conceptual representation of floors in the building; however, floor layouts may vary.

200  
SOUTH WACKER

## EMERGENCY PROCEDURES



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## IN CASE OF A FIRE

### Before a Fire

- Know your Floor Warden, keep emergency numbers by the phone and know where the emergency exits are located.
- Know where to locate and how to operate the fire extinguishers located on your floor.
- Post the enclosed floor plan near your work location.
- Know your building address and suite number.

### If You Hear an Alarm

- Stay calm and listen for instructions.
- Before opening doors, check to see if the door is hot using the back of your hand. If it is hot, do not open it. If it is not hot, open it slowly and check the corridor for smoke.
- Begin to evacuate unless told to do otherwise by building staff or the Fire Department.
- If you are physically impaired, wait for help from your assigned assistance monitor. Go to the safest stairwell and have your Floor Warden notify security of your location.

### If You Discover a Fire

- If the fire is in an occupied room, remove anyone from immediate danger.
- Confine the fire by closing, but not locking, as many doors as possible as you leave the area.
- **Call the Fire Department at 911 and give them:**  
Building Name: 200 SOUTH WACKER  
Building Address: 200 SOUTH WACKER (corner of Adams Street and Wacker Drive)  
Your Phone #: \_\_\_\_\_ Your Exact Location: \_\_\_\_\_  
Location of the Fire: \_\_\_\_\_
- **Call Building Security at (312) 853-3185.**  
■ If the fire is small and you are trained, use a fire extinguisher.  
■ Otherwise, go to the safest stairwell, closing all doors behind you and begin to evacuate unless told to do otherwise by building staff or the Fire Department.

### Instructions when Evacuating

- Leave the floor via the stairs. **DO NOT USE THE ELEVATORS.**
- In a fire evacuation, the alarmed floor will be evacuated to an alternate floor. Your Floor Warden will supervise the evacuation pay close attention to their instructions.
- Go down the stairs quickly but do not run. Remove high heeled shoes to avoid tripping.
- You may be asked to help account for all the occupants on your floor. Check offices, break rooms and restrooms to make sure everyone is evacuated.
- If you relocate outside the building, congregate at a **predesignated refuge location.**



## IN CASE OF SEVERE WEATHER

### Before

- Know the safe refuge areas in your office.
- Keep a severe weather survival kit. Recommendations include: *first aid kit, flashlight, batteries, jacket, a transistor radio, enough food and water for 72 hours, personal medication and an extra pair of eye glasses.*
- Keep company emergency phone numbers nearby.

### During

- **Remain Calm.**
- **Move away from windows** and other glass surfaces, vacate perimeter areas. Close all doors to perimeter areas, do not lock doors. Follow the directions of your Floor Warden.
- **Move quickly to the interior or "core" of the building** on your floor: elevator corridor, restrooms or stairwells.
- **DO NOT USE THE ELEVATORS.**
- **DO NOT GO TO THE LOBBY.**
- **Listen for instructions** from the building's PA system.

### After

- If necessary put phones back on the hook, but refrain from placing non-emergency calls.
- Remove anything that might be hanging or positioned dangerously.
- Inspect for water leaks, electrical shorts or other hazardous conditions.
- Check for injured personnel, accounting for everyone on your floor.
- If qualified, administer first aid.
- **DO NOT USE THE ELEVATORS.**



## IN CASE OF AN ELEVATOR MALFUNCTION

- **Remain Calm.**
- Press the "Push Emergency Phone" button next to the telephone symbol. This will allow you to communicate directly with Building Security through the intercom system.
- Report the cab number indicated on the front right panel of the elevator.
- Do not attempt to force doors open or otherwise escape. Trained elevator technicians will respond to assist you.



## IN CASE OF A POWER OUTAGE

- **Remain Calm.**
- The building emergency system will activate within seconds.
- Emergency power will be supplied to selected lights, the life safety system and elevators.
- Elevators will return to the lobby level. One elevator car at a time can be active after that point.



## MEDICAL EMERGENCY

- Try not to move the distressed person. If appropriate, assist the victim to a comfortable position.
- **Call the Paramedics at 911.**
  - Be ready to answer questions regarding the injured person's condition.
  - Report your address and your telephone number.
  - Do not hang up until requested to do so.
- **Call Building Security at (312) 853-3185.**
- The Floor Warden or a designee should meet arriving emergency personnel at the elevator on the floor of the incident and will direct them to the location of the medical emergency.



## BOMB THREAT

### If You Receive a Verbal Bomb Threat

- Carefully document everything the caller says. Use a Bomb Threat Report form that can be found on Building Engines.
- Notify each of the following:
  - Your Floor Warden
  - Building Security at (312) 853-3185
  - Police at 911
- Follow the instructions given to you by your Floor Warden, building personnel and the police department.

### If You Receive a Written Bomb Threat

- Avoid handling the suspicious letter.
- Notify each of the following:
  - Your Floor Warden
  - Building Security at (312) 853-3185
  - Police at 911
- Report any suspicious objects which cannot be accounted for in your area.
- Do not discuss with other employees.

The decision to evacuate is the responsibility of the senior officer of your company. Property Management will make no recommendations in this regard, unless so instructed by the Chicago Police Department.