

O'Hare Offices, Inc.
1011 and 1111
East Touhy Avenue

Life Safety and
Emergency
Evacuation Manual



Federal Emergency Management Agency



Overview

Prior To Any Emergency

Everyone must share the responsibility of emergency preparedness. Building Management has developed this Emergency Response Plan, but it is the responsibility of all occupants to familiarize themselves and their coworkers with the following emergency preparedness policies, procedures and responsibilities. In addition, office leadership should:

- Maintain a current list of employees and staff, with contact information;
- Obtain and maintain necessary emergency supplies and equipment
- Coordinate preparedness activities within the office.
- Regularly review emergency preparedness information with staff, and train them on emergency plans and notification procedures.
- Empower employees, with skills, knowledge and training, to respond appropriately during emergencies.

Individuals should follow the guidance in the *Emergency Evacuation Manual*, as well as instructions provided by first responders. The *Emergency Evacuation Manual* provides guidance for the following situations: fire, severe weather, earthquake, assisting people with access and functional needs, medical emergency, utility failure, biological release/chemical spill, suspicious/unusual package or mail, and bomb threat,. Individuals should always follow instructions provided by first responders, Emergency Response Team members and management officials.

The effects of a natural disaster, fire, terrorism, or a public health emergency can be devastating and wide ranging. Preparation can help people react calmly to the unexpected and help to reduce the incidence of injury, loss of life and property in the event of an emergency.

What You Should Know

- KNOW who to call for help.
- KNOW the emergency procedures for the building.
- KNOW at least two ways that will allow you to safely exit the building
- KNOW the location of all emergency exits, stairways and building exits.
- KNOW the individuals within your office who are members of the Emergency Response Team, and understand the role they will play in helping to ensure your safety.
- KNOW the location of the safe areas for severe weather emergencies.
- KNOW where to meet following an evacuation.
- KNOW the location of fire extinguishers and be familiar with their operation.

SECTION 1

Emergency Response Teams

Everyone within your office should be prepared for a disaster, and be well versed in what they must do to protect themselves if a disaster were to occur. The Emergency Response Team program strengthens the building's ability to address emergencies. Emergency Response Teams include individuals who have volunteered to work together to mount an effective response to sudden emergencies. One team is developed for each floor. Team members are trained in emergency procedures and the use of safety equipment. They must remain calm, react quickly, and exercise good judgment during emergencies.



During emergencies all tenants, personnel and guests are expected to cooperate fully and take direction from the Emergency Response Team, Emergency Responders and Building Management.

All team members must:

- Know the location of, and have knowledge in the proper use of fire extinguishers.
- Know the emergency procedures for their specific location within the building.
- Know evacuation routes, the locations of exits, stairwells, areas of rescue assistance, interior storm safe areas, and evacuation assembly areas.

Floor Captain/Emergency Coordinator

Floor Captain/Coordinator Responsibilities

The Floor Captain/Emergency Coordinator is the Response Team Leader who understands the responsibilities of each team member. All team members will report their status to the Floor Captain/Emergency Coordinator during an emergency. The Floor Captain is responsible for all communication with the Building Management.

Floor Captains Will:

- Appoint one assistant for each 3000 square feet of space within the premises.
- Report any potential or actual emergency to Building Management.
- Direct the floor Emergency Response Team, making sure all Team Members are knowledgeable in, and performing their assigned functions.
- Maintain a current emergency evacuation plan for their area of responsibility.
- Establish a working relationship with Tenant Emergency Coordinators.

General Knowledge and Training

- Have a concise understanding of the material covered in this manual.
- Ensure that the emergency procedures are known to all personnel within their respective office area or floor.
- Maintain a current roster of all personnel with special needs, or anyone who will need special assistance during an emergency situation.
- Know the location of, and have knowledge in the proper use of fire extinguishers, within the Common Area of their floor.
- Maintain a roster of all Response Team members for their floor, and notify Building Management of any changes to the Emergency Response Team.

Duties /During an Emergency

- Direct the Response Team Members and assist floor occupants to evacuation assembly areas under the direction of Building Management or the fire department.
- If needed, form a "Buddy System" to aid in evacuation of people with special needs, to the appropriate escape route.
- Maintain communication with key personnel within the building during an emergency.
- Direct the Response Team Members and assist floor occupants to evacuation assembly areas under the direction of Building Management or the fire department.
- Verify evacuation of the floor is complete, confirm that all team members are informed of the completion, and have themselves been safely evacuated from the premises.
- Upon completion of the evacuation, take attendance and immediately notify Fire Department and/or Building Management Personnel if anyone is unaccounted for.

Search Monitor

Search Monitor Responsibilities

Search Monitors should be thoroughly familiar with the building floor plan, or the portion of their office for which they are responsible. During an emergency, Search Monitors are responsible for finding and evacuating all personnel, and ensuring that all doors in the area are closed.

SEARCH MONITORS WILL:

- Ensure the orderly evacuation of all personnel from their work space.
- Assist in the evacuation from all Common Area facilities. (i.e. washrooms, meeting rooms, break rooms)
- Verify evacuation of the work space, close all interior doors and place a YELLOW Post It on each door signifying the room has been checked.

General Knowledge and Training

- Know and fully understand the procedures outlined within this manual.
- Know the location of, and have knowledge in the proper use of fire extinguishers on the floor.
- Know the layout of the floor and office, the location of all exits, stairways, building exits and regroup areas.

Duties During an Emergency

- The Search Monitor will work under the direct supervision of the Emergency Coordinator.
- The Search Monitor(s) will begin from a predetermined starting point and move through the work space. Calmly advise all personnel to move to the nearest emergency exit, making sure that the process is both orderly and efficient.
- Check all Common Area facilities (i.e. washrooms, meeting rooms, break rooms) to verify evacuation from those facilities.
- Provide assistance to Special Needs Assistants during the evacuation of impaired personnel requiring assistance.
- Wear designated Emergency Response vest clearly identifying you to employees, building staff and emergency personnel.

Exit Monitors

Exit Monitor Responsibilities

Exit monitors are assigned to a specific emergency exit. During an emergency, the Exit Monitor will assist evacuees through the stairwell exit and/or direct them to alternate stairwell exits, if necessary.

General Knowledge and Training

- Know evacuation procedures outlined in this manual.
- Know the location of the stairways and all the exits from the floor, and building.
- Know the location and operation of all fire extinguishers within, or adjacent to the stairwells.

Duties During an Emergency

- Wear designated Emergency Response vest clearly identifying you to employees, building staff and emergency personnel.
- Do not allow elevators to be used and redirect evacuees to the nearest available emergency exit.
- Notify Building Management or the Floor Captain/ Emergency Coordinator if you observe any passenger elevators stopping on the floor.
- Assume designated position at the assigned stairway exit and check the stairway door for heat and or the presence of smoke before anyone is allowed to entry into the stairway.
- Instruct personnel to descend the stairs quickly, keeping to the right, to allow unimpeded movement for fire personnel, who may be ascending the stairs. Maintain a calm and quiet environment while the evacuation is in progress.
- Know stairway evacuation procedures:
 1. Stress calmness
 2. Limit talking
 3. Remove and carry high-heel shoes.
 4. Keep stairway exits clear and keep personnel moving.
 5. Keep hands on stairway handrails; keep drinks and food out of stairways.
 6. Work under the direct supervision of the Floor Captain/Emergency Coordinator and remain at the post until you have been informed that all persons have been safely evacuated.

Special Needs Assistants

Special Needs Assistant Responsibilities

Special Needs Assistants should be assigned when individuals who have identified themselves as requiring assistance to evacuate, are present within the office. Special Needs Assistants will know the limitations of the individual and the method by which he or she must be evacuated. Special Needs Assistants will escort non-ambulatory special needs individuals to the Area of Rescue Assistance for evacuation by emergency responders. **The Area of Rescue Assistance is defined as the stairway landing for each stairway accessible from the floor.**

General Knowledge and Training

- Know evacuation procedures outlined in this manual
- Know the location of all building elevators.
- Know the location of all exits and stairways on each floor.
- Know the person who will need special assistance during an emergency and the specific type of assistance the person will require.

Duties During an Emergency

- Special Needs Assistants will escort non-ambulatory special needs individuals to the Area of Rescue Assistance, for evacuation by the Fire Department. In the event that a person with special needs cannot be relocated, the Special Needs Assistant will notify the Floor Captain/ Emergency Coordinator, move to the Area of Rescue Assistance and wait with the individual.
- Prior to entry into the stairway, the Special Needs Assistant should contact Floor Captain/ Emergency Coordinator, communicate the floor number and stairway location (East or West). **Informational signs are posted at each level of the stairway that display the floor and stairway designation.**
- Wait for Emergency personnel to arrive and assist with rescue.

Evacuation

The nature of an emergency may dictate that the entire building, or a portion of the building, be evacuated to ensure the safety of its occupants. A fire, gas leak, or other unsafe condition may necessitate a complete evacuation and a move to safety.

- A **total evacuation** will relocate all occupants from the building to the outside. You should go immediately to your designated meeting place. Designated meeting places have been assigned on a "floor" basis so as to facilitate the accurate accounting for, of all personnel.
- A **partial evacuation** will only evacuate individuals from areas or floors that are in immediate danger.



Given the limited height of the 1011 and 1111 East Touhy properties, ALL evacuations should be considered a TOTAL EVACUATION.

Expect the unexpected. Knowing your location and available alternate escape routes could save your life. Fires can spread, blocking your primary escape route. **ALWAYS HAVE A SECONDARY PLAN**, and include two potential exits from the building. If caught in smoke, crawl close to the floor, taking short breaths through your nose. The air closest to the floor will be the cleanest. Before opening any door, **TOUCH THE DOOR WITH THE BACK OF YOUR HAND, IF THE DOOR IS HOT, DO NOT OPEN THE DOOR.**

If trapped within your office, move as far from the fire as possible, closing all doors between yourself and the fire. If possible, seal openings at the bottom of the door with towels or any available barrier. Move to the window and open the blinds. Use towels, jackets or whatever may be available to attract the attention of emergency personnel. Stairways within the 1011 and 1111 Buildings are constructed with materials which provide a two hour fire rating. **If the stairway is clear of smoke, it can provide a TEMPORARY safe refuge from a fire. Under no circumstances should remaining in the stairways be viewed as an alternative to the safety of evacuation.**

When an evacuation order is given:

- Always remain calm.
- You **MUST** evacuate. Do not assume the alarm is a test or false alarm.
- Ensure the area around you is safe and begin your evacuation. Do not stop to collect personal belongings, stop only when directed to by the Floor Captain/ Emergency Coordinator, Building Management or local emergency authority.
- During any Evacuation, proceed to the nearest emergency stairway, move down to the stairway, keeping to the right side of the stairs until you exit at the main lobby. When you exit the building, keep moving! Proceed to your designated meeting place to ensure your safety and to make room for evacuees and emergency responders.
- Be prepared to follow the instructions given by Building Management or local emergency authority which could result in the designated meeting place location being changed.
- Remain quiet and listen for instructions, which may be given by Building Management, Emergency Response Team or local emergency responders.

- Move quickly, but do not run. Use handrails as you descend stairs. Stay with your group throughout the evacuation. Your hands should remain free of any items. Wear coats or jackets and carry purses.
- Do not attempt to use the elevators. Do not break windows, and do not attempt to go to the roof.
- Once the building has been evacuated, do not attempt to re-enter the building, for any reason. Although the Fire Alarm System is designed to sound until the alarm has been cleared, the audible alarms may be silenced in order to expedite the inspection of the building by fire personnel. **UNDER NO CIRCUMSTANCES SHOULD THE SILENCING OF THE FIRE ALARM BE CONSTRUED AS THE "ALL CLEAR"**. Management personnel will inform you when it is deemed safe to re-enter the building.
- Report any injuries or concerns to Building Management, Emergency Response Team members or local emergency responders. Cooperate fully with Building Management and emergency responders. Remain with the other evacuees and await further instructions. **DO NOT LEAVE YOUR GROUP**. You may only return to the building when it is deemed safe by the local emergency authorities, and when Building Management has given an "all clear."

Persons with Special Needs

The 1011 and 1111 East Touhy Avenue buildings comply with the Americans with Disabilities Act and have designated areas where persons with special needs or limited mobility may await assistance to evacuate. These areas, known as the **Areas of Rescue Assistance**, are located on each stairway landing. A designated member of the Emergency Response Team should escort those with special needs to the Areas of Rescue Assistance and ensure emergency responders are aware of their location. The fire department MUST BE made aware of any Special Needs individual and know to check these areas for individuals who may require assistance.

Anyone who feels that he or she may require special assistance during an evacuation should notify Building Management at 312.613.9713. Any condition or ailment which may prohibit a person from descending stairs or moving quickly to evacuation exits should be considered Special Needs. Even if the need is temporary in nature, please inform Building Management.

Once added to the Special Needs Database, those with special needs should be assigned an Emergency Response Team member to assist them during an evacuation. They should wait in the stairway with their assigned Team member while the Floor Captain/Emergency Coordinator take steps to notify Building Management of their location. The fire department will assist with the evacuation of anyone with special needs. Please note that the stairways are the safest place to be in the event of a fire.

MEDICAL EMERGENCIES

If you believe you or someone else may be experiencing a medical emergency, do not hesitate to act. When in doubt, notify Building Management immediately.

- Call 911. Give your name, Full Company Name, Suite Number and Building Address. You may be asked to describe the condition of the victim and to provide his or her name. Please, DO NOT HANG UP until the responder ends the call.
- Call the **Office of the Building 312.613.9713** to report the emergency.
- Provide the following information to Building Management:
 1. The name and location of the victim
 2. The nature of the emergency and any observed signs and symptoms
 3. Whether 911 has been called
- Do not move the victim any more than is necessary for his or her safety.
- Only trained personnel should attempt to aid those who are experiencing a medical emergency.

SECTION 2

Fire

Detection and Suppression Systems

1011 and 1111 East Touhy Avenue are modern buildings, constructed using fire resistant materials. Concrete floors, gypsum walls and structural steel combine to create structures which are not only fire resistant, but also impede the spread of any fire which may occur.

Fire Detection is achieved through a network of Heat and Smoke Detectors, installed at various locations throughout the buildings. The combined coverage of Smoke and Heat detectors enable detection of a fire at its earliest stage. The automatic system is augmented by Manual Pull Stations, located on each floor, near the stairway entry.

Automatic Fire Sprinklers protect all office and storage space, from fire. Operating independently of the Fire Detection System, the Automatic Sprinklers act to extinguish or suppress any fire which may occur. Activation of any single sprinkler will immediately activate the Fire Alarm System, and send notification to the Des Plaines Fire Department.

Rounding out fire protection is the placement of **ABC** fire extinguishers and Fire Department hose connections, throughout the building. **ABC extinguishers are suitable for any type of small fire, and should be used only if you are comfortable with the use of such equipment.**

Before Fire Strikes

A major cause of office fires is the improper use of extension cords. Extension cords are intended to be used on a temporary basis, and not as permanent wiring. Light weight, residential brown and white extension cords are not sufficient for the electrical load of a copier, printer or Coffee maker. **All extension cords should be approved for the intended use, and carry the UL label.**

- Damaged and ungrounded power cords are a serious fire hazard, and a violation of numerous safety codes. To prevent the cord under your desk from being the ignition point of a fire, inspect the cords in your workspace on a regular basis. **Throw away any power cord if you discover any form of damage to the cord, or exposed wires.. Candles and burning incense are inappropriate for the workplace. Open flames of any type are prohibited throughout the Campus.**

Pieces of paper, file folders, take-out containers, rugs and upholstered furniture, are all combustible materials. Good housekeeping in the office workspaces should be the norm. **Keep your personal workspace as clean as possible and periodically perform a little extra housecleaning to guard against accumulations of combustibles, and the ensuing increased risk of fire..**

Fire doors slow the spread of flames, toxic gasses and smoke during a fire. Fire doors allow for the full benefits of compartmentalized design to be realized, and to impede the spread of a fire. Holding or blocking fire doors open, blocking access with furniture or tampering with their operation in any way, creates a significant degradation in the effectiveness of fire doors. **Fire doors may be held open through the use of an approved mechanical device, which will automatically close in the event of a fire. All automatic devices which hold Fire Doors in the open position must be connected to, and supervised by the Fire Alarm System.**

In The Event Of Fire

IF YOU SMELL SMOKE..... In many instances, the odor of "something burning" is apparent before there is any visible evidence of fire. If you smell smoke, immediately notify the Floor Captain/Emergency Coordinator, and the Management Office at 312.613.9713.

IF YOU SEE SMOKE OR ANY TRACE OF FIRE..... Immediately contact the Des Plaines Fire Department by calling 911. Notify your Floor Captain/Emergency Coordinator, who will in turn notify the Management Office at 312.613.9713. If the fire is within a wastebasket or similar containment and a fire extinguisher is readily available, you may attempt to extinguish the fire. To operate the fire extinguisher, pull the safety pin located at the base of the handle, step back from the fire and squeeze the trigger. Direct the stream of the extinguisher at the base of the fire, moving the stream side to side until the extinguisher is fully discharged. **FIRE EXTINGUISHERS SHOULD ONLY BE USED TO EXTINGUISH SMALL FIRES, SUCH AS THOSE THAT ARE CONFINED TO A WASTEBASKET. USE AN EXTINGUISHER ONLY IF YOU ARE COMFORTABLE WITH THE SITUATION.**



If smoke or fire is present, **DO NOT DELAY**. Immediately put your Emergency Plan into action. **SMALL FIRES CAN SPREAD RAPIDLY**. Call 911, and immediately evacuate the building.

Fire Prevention

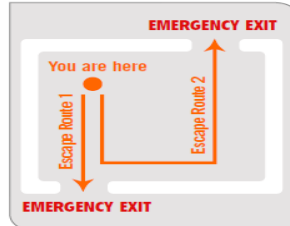
The best and most cost effective fire protection system is fire prevention.

- 1011 and 1111 East Touhy Avenue are smoke-free properties; please observe this smoke-free policy and dispose of all smoking materials in a safe and proper manner.
- Check for frayed or damaged electrical cords.
- Do not run electrical cords under carpets or chair pads.
- Do not overload electrical outlets.
- Do not use space heaters or any other portable heating appliances.
- Turn off or unplug appliances when not in use, especially coffee makers.
- Do not let trash overflow in wastebaskets or collection areas.
- Do not block corridors or stairways.
- Do not prop open stairway, corridor or other fire doors. If these doors are propped open and a fire occurs, smoke and fire can easily spread throughout the building.
- Never store anything in the stairways. There should be nothing in the stairways that can burn or restrict flow of traffic. Stairways are your primary means of exiting the building, in the event of an emergency.
- Check lighting in corridors, stairways and exit signs. Immediately report any inoperative light or directional sign.
- Unless absolutely necessary for your business, do not store any flammable liquids within the building. Oily rags, combustible materials or flammable liquids are strictly prohibited. **Any flammable liquid required by your business must be kept in its original container, with the contents clearly marked, and stored within a flame proof cabinet, with UL and NFPA seals.**
- When you leave your office, keep doors closed. In the event of a fire, closed doors will limit the spread of fire and smoke.
- Keep stairway doors closed at all times. An open stairway door provides a ready avenue for the spread of smoke, heat and toxic gasses, and prevents its use as a means of escape.

MAKE A PLAN IN A HIGH-RISE BUILDING



1. Use available information to evaluate the situation. Note where the closest emergency exit is.



2. Be sure you know another way out of the building in case your first choice is blocked.



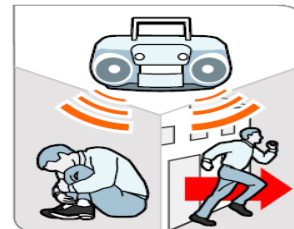
3. Take cover against a desk or table if things are falling.



4. Move away from file cabinets, bookshelves or other things that might fall.



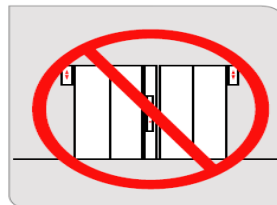
5. Face away from windows and glass. Move away from exterior walls.



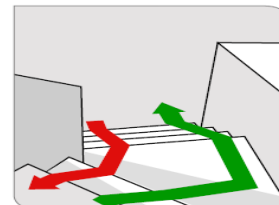
6. Determine if you should stay put, "shelter-in-place" or get away. Listen for and follow instructions from authorities.



7. Take your emergency supply kit, unless there is reason to believe it has been contaminated.



8. Do not use elevators.



9. Stay to the right while going down stairwells to allow emergency workers to come up the stairs into the building.

SECTION 3

Natural Disasters

Before the Storm

It is important to be prepared for threats of severe weather while at work. The cornerstone of any Severe Storm Emergency Plan is advance warning of approaching severe weather. The purchase and use of a NOAA **WEATHER RADIO IS THE BEST MEANS TO RECEIVE WARNINGS FROM THE NATIONAL WEATHER SERVICE**. The National Weather Service recommends purchasing a radio that has both a battery backup and a tone-alert feature which automatically alerts you when a watch or warning is issued. In most instances, the National Weather Service will issue severe weather bulletins long before the onset of threatening weather.

Each office should maintain at least one Emergency Kit. Emergency Kits should include First Aid supplies, a minimum of 2 working flashlights, spare flashlight bulbs, batteries, a fully charged cellular telephone and a list of important telephone numbers.

Tornados

What You Should Know

Tornados are Nature's most violent storms. The product of powerful thunderstorms, Tornados can cause fatalities and devastate a community in minutes. Tornadoes have occurred in every state of the Union, including Alaska and Hawaii. Tornadoes are one of the most violent and lethal natural disasters within the United States. In northern Illinois, April, May and June are the peak months for the formation of tornados, followed by August, September and March.

Nationally, Illinois ranks number 7 in reported tornados. Since 1950, 2,207 tornados have been reported, throughout the state. A large number of these reported tornados have struck northern Illinois, including the metropolitan Chicago area.

The emergency management centers of many municipalities use data from the National Weather Service to monitor weather conditions. When a severe storm is imminent, the City of Des Plaines will activate the outdoor warning system and/or another locally controlled broadcast system (such as television audio/video overrides) to instruct the population in the affected area to take cover.

Development of a working Emergency Plan should take into account the number of people within your office, assistance of impaired co-workers, knowledge of safe refuge areas and the distance from the designated place of refuge. The National Oceanic and Atmospheric Administration (NOAA) offer the following advice with respect to tornado safety. "Have a tornado plan in place and post the plan within your office. Go directly to an enclosed, windowless area in the center of the building -- **away from glass** and on the lowest floor possible. Crouch down and cover your head. Interior stairwells are usually good places to take shelter, and if not crowded, they allow you to get to a lower level quickly." **Stay off the elevators; you could be trapped if the power is lost.** The 1111 building features a basement which is accessible from any floor, via the east stairwell or by the north stairwell from the lobby.

When Severe Storms Typically Occur in Illinois & Indiana

- Spring & summer are most favorable
- Tornados are most often seen in Apr-Jun, but the Nov 17, 2013 outbreak reminded us they can occur anytime
- 2pm-9pm is the most favored time for tornados but they can occur anytime
- Overnight severe weather is most often damaging winds & flash flooding

IL Will County in Jun 2008
Photo courtesy of David Mayhew

Tornado Damage from Northern Illinois in Jan 2008

National Weather Service Chicago: weather.gov/chicago f t You Tube

Tornado Watches and Warnings

Tornado WATCH
Severe storms and tornados **POSSIBLE** over the next several hours
Cover dozens of counties
Be alert and prepared

Tornado WARNING
Tornado sighted by a trained storm spotter or intense rotation on radar
Issued for portions of counties
Take immediate action!

National Weather Service Chicago: weather.gov/chicago f t You Tube

In most instances, the National Weather Service will issue severe weather bulletins long before the onset of threatening weather. After you have received the warning or have observed threatening skies, seek shelter before the storm arrives.

- A **TORNADO WATCH** is issued when conditions favoring the development of severe weather, are present. TORNADO WATCHES tend to cover wide areas and are intended to serve as notice of a potential threat. Be ready to act quickly if a warning is issued or if you suspect a tornado is approaching.

- A **TORNADO WARNING** is issued when a tornado has been sighted by a trained weather observer, or has been identified by its unique radar signature. Tornado Warnings are specific to smaller areas and warn of imminent danger to life and property. When a Tornado Warning is issued, proceed immediately to your planned evacuation area, or an interior room.

Know The Signs Of A Tornado:

- Strong, persistent rotation in a cloud base.
- Whirling dust or debris on the ground under a cloud base.
- Hail or heavy rain followed by either dead calm or a fast, intense wind shift. Many tornadoes are wrapped in heavy precipitation and can't be seen.
- Day or night, Tornadoes are accompanied by a loud, continuous roar or rumble. Unlike thunder which fades away in a few seconds, the roar of an approaching Tornado will continue.
- A dark, often greenish colored sky.
- Night - Small, bright, blue-green to white flashes at ground level near a thunderstorm. These mean power lines are being snapped by very strong wind, maybe a tornado.
- At night, the lowering of the cloud base, illuminated or silhouetted by lightning especially if it is on the ground or there is a blue-green-white power flash underneath.

In The Event Of a Tornado

Tornadoes are violent by nature. They are capable of completely destroying well-made structures, uprooting trees and hurling objects through the air like deadly missiles. During a Tornado, the safest place to be is an underground shelter, basement or safe room. If no underground shelter or safe room is available, a small, windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative. Put as many walls as possible between you and the glass building exterior. If you are unable to reach an interior room or stairway, seek shelter beneath a desk or other heavy piece of furniture and drop to the floor in a kneeling position. Use your arms to protect your head and neck.



When The Tornado Has Passed

Tornadoes often damage power lines, gas lines or electrical systems, elevating the risk of fire, electrocution or explosion. Check for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury. If you are trained, provide first aid to persons within your group until emergency responders arrive. There can be a significant number of casualties, damage to buildings and infrastructures. Watch your step to avoid broken glass, nails, and other sharp objects. Remain calm and alert, and listen for information and instructions from emergency crews or local officials. **Stay with your Group.**

Severe Thunderstorms

Thunderstorms are considered severe when they produce hail which is at least 1 inch in diameter or wind gusts in excess of 58 miles per hour. Lightning accompanying thunderstorms kills more people each year than either tornadoes or hurricanes. Heavy rain from thunderstorms can result in flash flooding and high winds damage buildings, utilities and trees, resulting in widespread power outages.

The Supercell Storm

A super cell is a highly organized thunderstorm. Supercell storms are rare, but pose a high threat to life and property. The primary difference between a common thunderstorm and a Supercell storm lies in updraft of a Supercell. Winds moving upward through a Supercell storm are extremely strong, reaching an estimated speed of 150-175 miles per hour.

Supercell storms are capable of producing extremely severe weather events such as large hail, strong downbursts of 80 miles per hour and strong to violent tornadoes. When the potential for Severe Thunderstorms exists, The National Weather Service Severe Storm Center will issue a series of watches or warnings.

Severe Thunderstorm Watch

Severe Thunderstorm Watches are issued when severe thunderstorms are more likely to occur. Watch the sky and stay tuned NOAA radio to know when warnings are issued. Watches are intended to heighten public awareness and should not be confused with warnings.

Severe Thunderstorm Safety

- **Take Severe Thunderstorm Warnings seriously** as they pose threats to life and property
- Go into a sturdy shelter and stay away from windows
- Have a means to hear additional warning info

Destructive Winds

Large Hail

- Outdoor large venues can be particularly vulnerable to severe storms

National Weather Service Chicago: weather.gov/chicago

Severe Thunderstorm Warning

Severe Thunderstorm Warnings are issued when severe weather has been reported by spotters or indicated by radar. Warnings indicate imminent danger to life and property to those in the path of the storm. If a severe thunderstorm warning is issued, take shelter away from windows or doors. High winds or hail can cause windows to shatter, subjecting you to injury from flying glass. If you are in your vehicle, stay in the vehicle, with the windows closed.

Flood

Of all natural disasters, floods occur with the greatest frequency, and are the most costly natural disasters. Conditions that cause floods include heavy or steady rain for several hours or lighter rains over several days. Flooding may result from saturated ground, or be in the form of a flash flood, which may occur suddenly due to rapidly rising water along a stream, river or low lying areas.

Flash Flood

A flash flood is a **rapid rise of water** along a stream or within a low-lying urban area. Flash flooding occurs within six hours of a significant rain event and is usually caused by intense storms that produce heavy rainfall in a short amount of time. Flash floods can occur with little or no warning.

When the potential for flooding exists, The National Weather service will issue watches or warnings relating to the threat.

- A Flood or Flash Flood Watch advises that flooding or flash flooding is possible within the designated watch area...
- A Flood/Flash Flood Warning advises that flooding has been reported or is imminent and necessary precautions should be taken at once.
- An Urban and Small Stream Advisory warns that flooding of small streams, streets and low-lying areas, is occurring.

Winter Storms

Winter Storms can range from a Moderate Intensity Snow, to a raging Blizzard, with blinding, wind driven snow, lasting several days. Winter storms can be accompanied by dangerous cold, high winds, sleet, icing and sometime even thunder. In its worst form, a winter storm can make travel all but impossible, cause schools and businesses to close and cause large scale power outages.

When the potential for severe winter weather exists, the National Weather Service will issue a series of Watches and Warnings

- **Winter Weather Advisories** warn of weather conditions are expected to cause significant inconveniences and may be hazardous. Caution is advised, but the conditions should not be considered to be life threatening.
- **Winter Storm Watches** suggest that Winter Storm conditions are possible within the next 36 to 48 hours.
- **Winter Storm Warnings** will advise you of life threatening, severe winter conditions have begun or will begin within 24 hours. People in a warning area should take precautions immediately.
- **Blizzard Warnings** strongly recommend the postponement of travel plans and warn of sustained winds in excess of 35 miles per hour, blinding snow and near zero visibility.

Earthquakes

although relatively rare in the Chicago Metropolitan Area, Earthquakes have occurred, and will occur again in the future. During an earthquake there is little time to react. The Federal Emergency Management Agency (FEMA) recommends taking the following steps during and after an earthquake.

If indoors:

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON**, until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay inside until shaking stops and it is safe to go outside.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may be activated.
- DO NOT use the elevators

If outdoors:

- Stay outside and do not attempt to enter the building.
- Move toward an open area, away from buildings, streetlights, and utility wires. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls, from falling glass and collapsing walls.
- Once in an open area, remain there until the shaking stops.

If trapped under debris:

- Do not light a match, use a lighter, or create any type of spark or flame.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

When the earthquake is over:

- After the shaking has stopped, remain cautious; be aware the destruction left behind may pose additional injury risks. Be aware of hazards from broken glass, sharp objects or exposed electrical lines.
- Report all injuries to Building Management or an Emergency Response Team member.
- Cooperate fully with Building Management and public officials.
- Remain together for further instructions.
- Be prepared for aftershocks.

SECTION 4

Terrorism

Terrorism and Acts of War

Today, our nation has a heightened awareness of Terrorism, and its implications. Acts of terrorism include threats of terrorism, assassination, kidnapping, hijacking or bombings. Terrorism can also include the use of computer based cyber attacks, chemical, biological or radiological weapons.

Bomb Threats

The most common threat received by businesses today is a bomb threat. Awareness and advance planning will reduce the tension and confusion that may accompany this type of emergency. Bomb threats are usually received by telephone and it is important that any person receiving a bomb threat call be made aware of the importance of transmitting this information only to the proper personnel. Careless disclosure can cause needless anxiety and confusion. **Take all bomb threats seriously.**

If you receive a threat by telephone:

- Remain calm.
- Note the time and duration of the call.
- Make note of the number on the caller ID screen, if available.
- Write down the exact words of the caller. Ask the caller to repeat information, if necessary.
- Who is the caller?
- At what time will the bomb explode?
- What type of bomb is it?
- Where is the bomb located?
- What does the bomb look like?
- What will cause it to explode?
- How was it brought and who brought it into the building?
- Listen for background noises, comments, accents and any other characteristics that may help with the analysis of the call.
- When the call is over, notify only your immediate supervisor and Building Management. In order to avoid panic, do not tell anyone else about the call. Provide Building Management with all noted information.

If you receive a written bomb threat, do not handle it any more than necessary and contact Building Management immediately. Building Management will notify the appropriate local emergency authorities and will coordinate a search to evaluate the credibility of the threat. Occupants may be requested to assist in a cursory inspection of their area for suspicious objects. The objective of such a search is to quickly seek out items or objects that are foreign to the environment. **If you find a suspicious object, UNDER NO CONDITION OR CIRCUMSTANCES SHOULD THE OBJECT BE TOUCHED OR MOVED.**

Evacuation Procedures

In The Event Of a Bomb Threat

Should a suspected item be located, the area should be evacuated immediately. Bomb threat evacuation procedures will be the same as fire evacuation procedures. **DO NOT RETURN TO THE BUILDING** for any reason, you will be advised when to return to your office, once the area has been deemed safe. You are most familiar with your work area. Be alert to suspicious or strange looking packages, suitcases, etc., located in your area. Notify Building Management if a suspect article is found. **DO NOT TOUCH OR MOVE THE OBJECT.**

SUSPICIOUS MAIL, PARCELS AND UNKNOWN SUBSTANCES

If a letter or package that contains an unknown substance is received, the proper response is essential to ensure the substance is not disturbed, exposure to individuals is minimized, and the correct resources are summoned to assess the situation.

What You Should Know

Be Suspicious Of:

- Packages or envelopes with excessive postage or weight
- Handwritten or poorly typed addresses
- Packages that are marked with threatening language.
- Packages or envelopes that are addressed to someone no longer with your organization or are otherwise outdated
- Incorrect titles or titles but no name

- Misspelling of common words
- Oily stains, discolorations or odor
- No return address
- Lopsided or uneven envelope
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- A city or state in the postmark that does not match the return address

What You Should Do

- Do not handle or touch suspicious substances in any manner.
- Do not bump or shake the envelope or parcel.
- Do not attempt to smell or taste any unknown substance.
- Do not try to clean up any unknown substances.
- Leave the area and close all doors. Secure the area and keep others from entering.
- Immediately notify your supervisor and contact Building Management.
- Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
- If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
- Be prepared to provide the names of individuals who may have come into contact with the suspicious envelope or parcel.

Since the year 2000, more than 1,270 people have been killed or wounded in 200 active shooter incidents, across the United States. The incidents have taken place in schools, factories, offices and places of entertainment. There is no immunity from the danger, and any place where people gather is a potential target. Recognizing the warning signs of potential danger, being aware of your surroundings and having a plan all contribute to assuring your personal safety.

Recognizing the Threat

Typically, the person who brings violence to the workplace;

- May or may not have a past or present relationship to the workplace
- Has been a recipient of a product or service from the workplace.
- Has, or has had a relationship with a current or former employee of the workplace.

Whatever the motivation, we must always be prepared for the worst scenario. Active shooter events are unpredictable; they evolve quickly, with most events ending within five minutes. An active shooter could be a current or former member of your organization, an acquaintance of a member, or a patron of your organization. Recognizing potentially violent behavior may be the difference between life or death.

There are number of approaches for identifying a potentially violent person. The following is a list of behaviors or warning signs of someone who may become violent. While the exhibition of this behavior does not predict violence, the behavior can serve as a warning to take notice.

- Increased use of alcohol or illegal drugs
- Unexplained increase in absenteeism
- Vague physical complaints
- Depression or withdrawal
- Resistance or over reaction to changes in policy or procedure
- Repeated violations of policy
- Unstable or emotional responses
- Explosive outbursts of anger or rage without provocation
- Talks of severe financial problems
- Talks of previous incidents of violence
- Empathy with individual committing violence
- Fascination in or unsolicited comments about firearms, dangerous weapons and violent crimes

The bottom line..... **if you see something out of the ordinary that concerns you, you should talk to your immediate supervisor.**



Choices: Run, Hide or Fight

When faced with an unimaginable event such as an active shooter, our natural tendency is to freeze and deny anything is happening. In the majority of cases, an event is over before law enforcement arrives. Planning in advance increases your chances of survival. You may only have seconds to act. After quickly assessing the situation, you have three options for action – **run, hide, or fight**. These actions are not sequential, decide to act based on how close you are to the shooter.

First and foremost, if you are able to get out, evacuate the area. If possible, evacuation should be your first choice, even if others insist upon staying. Encourage others to leave with you, but do not allow them to slow your evacuation, with indecision. Remember that saving your life is what is important. Do not return, leave personal belongings behind and try to find a way to safely leave the area. Your number one priority is evacuating the premises, and removing yourself from harm's way. Once you are out of danger, try to prevent others from walking into the danger within. Call 911, providing as much valid information as possible.



- If you have an escape path, evacuate the area.
- Do not allow the actions of others to change your mind, if possible, EVACUATE
- Leave your belongings behind, they can always be retrieved
- Help others to evacuate, but do not allow indecision to slow your exit
- Try to prevent others from entering the danger zone.
- When you have safely evacuated, call 911.

If running is not a safe option, **hide** in the safest place possible. Hiding places should offer both cover (protection from gunfire) and concealment (hidden from the view of the shooter). If you cannot find a secure hiding place, **do NOT restrict or limit your options for future movement.**

Act quickly and quietly, securing your place of safety the best you can. Turn out all lights and if possible, lock all doors between you and the shooter. Silence the ringer and vibration mode of your cell phone. If you are unable to reach a room or large closet, try to hide behind large objects that can offer protection. Do your best to remain quiet and calm.



- Lock and or blockade all doors between you and the shooter.
- Silence ringer and vibration modes of your cell phone.
- Move away from all doors and windows.
- If a room is not available, seek cover behind large objects.
- Cover should be out of the shooters view, and offer protection from shots fired in your direction.
- Try to remain calm and quiet.
- Try to find a hiding place that does not restrict your movement or ability to escape.

As a last resort, if your life is at risk, be prepared to fight. Whether you are alone, or part of a larger group, if you choose to fight, act with aggression. Improvise weapons, chairs, fire extinguishers, dishes and office equipment, all become weapons. Try to disarm the shooter, commit to taking the shooter down, no matter what you may need to do. You are fighting for your life.



- Disrupt, distract or disorient the shooter.
- Improvise weapons, use whatever may be available to help you incapacitate the shooter.
- Act with physical aggression.
- Commit to your actions and remain committed.

Always try to be aware of your environment, and changes to that environment. No matter where you may be, always try to formulate an exit plan. Remember that in incidents such as this, victims are generally chosen randomly. The event is unpredictable and will evolve quickly. When they arrive, first responders will not evacuate or tend to any wounded, their priority will be finding and stopping the shooter.

When Law Enforcement Arrives

- Remain calm and follow all instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help is on the way for the injured.

Your actions can and do may a difference for your safety and survival. BE AWARE, and BE PREPARED

Alert Law Enforcement

Provide as many details as possible.

- Your phone number
- Your location and the location of the shooter(s).
- Shooters direction of travel.
- Number, description and weapons used by the shooter(s).
- Number and condition of victims.

When Law Enforcement has arrived

- The first priority of responding officers is to neutralize the threat. Do not attempt to stop the officers or impede their movement. Once the threat is under control, medical personnel will tend to the injured.
- Stay calm, avoid sudden movements and follow all instructions.
- Keep your hands visible when evacuating.

In Summary

People do not typically become violent without warning. If you believe someone is exhibiting warning signs or threatening behavior, share your concerns with your manager or supervisor. Always be aware of your surroundings and use your senses to help you recognize danger and overcome fear to make a decision.

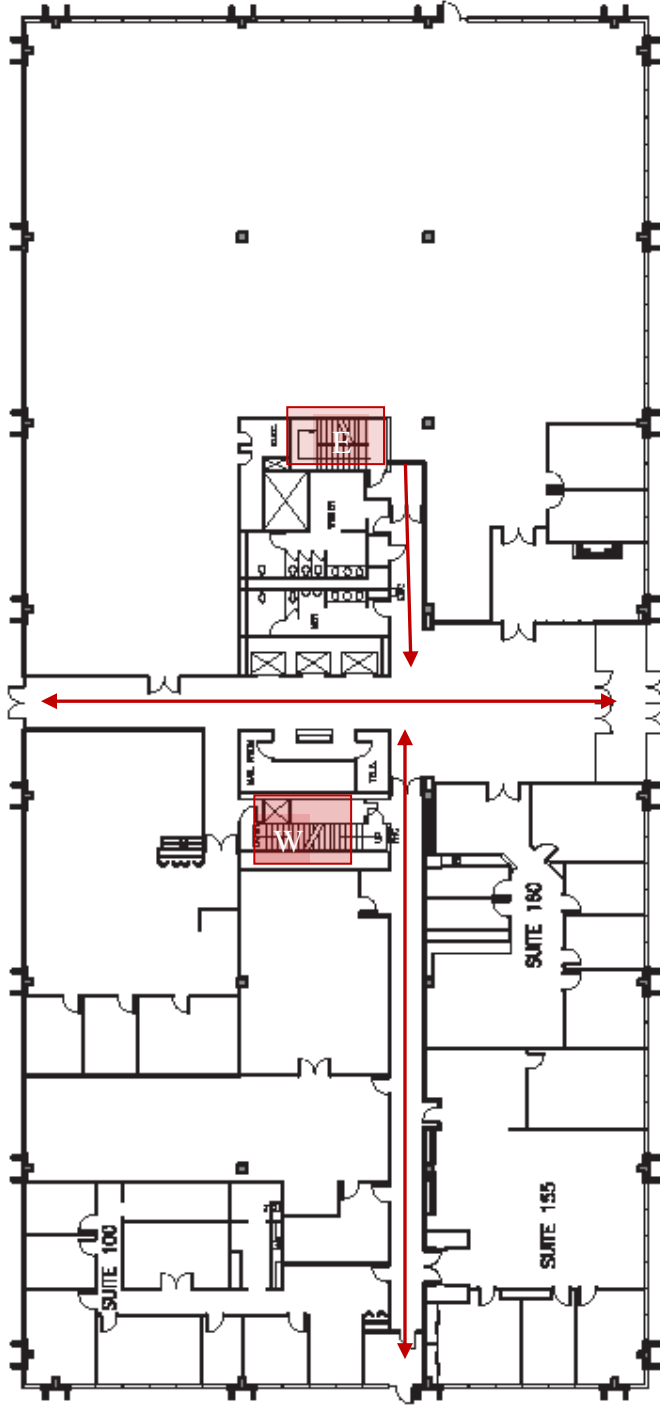
You can potentially save lives by being aware of how to prevent an incident and react if one does occur.

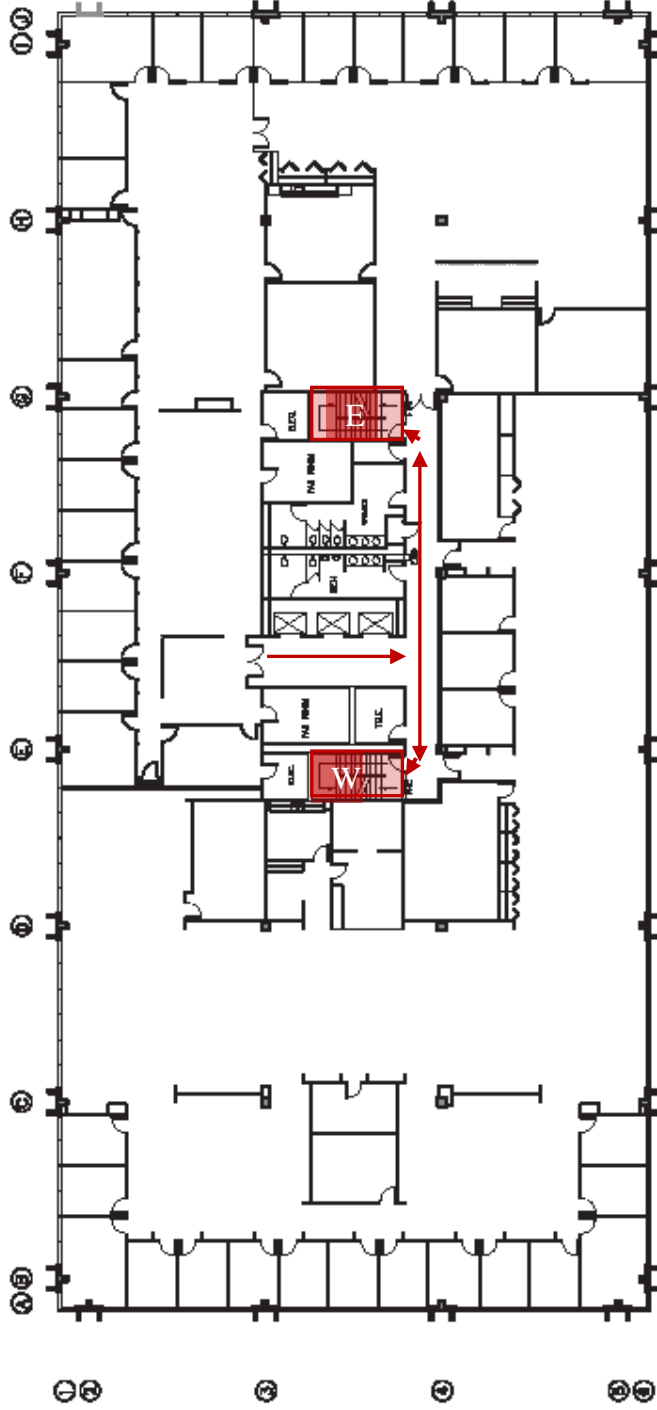
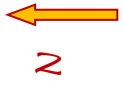
Emergency Telephone Numbers

Des Plaines Fire Department	
• Emergency	911
• Non-Emergency	847.391.5400
Des Plaines Police Department	
• Emergency	911
• Non-Emergency	847.391.5339
Department of Homeland Security 610 South Canal Street Chicago, IL	312.922.1407
Building Services	
Business Hours	312.613.9713 773.725.0999
After Hour Emergency	312.777.5555
Management Office	
Business Hours	312.613.9713 847.505.6275
After Hour Emergency	312.777.5555
Holy Family Medical Center Golf & River Roads Des Plaines, IL	847.297.1800
Advocate Lutheran General Hospital 1775 Dempster Street Park Ridge, IL	847.723.2210
Resurrection Medical Center 7435 West Talcott Chicago, IL	773.774.8000

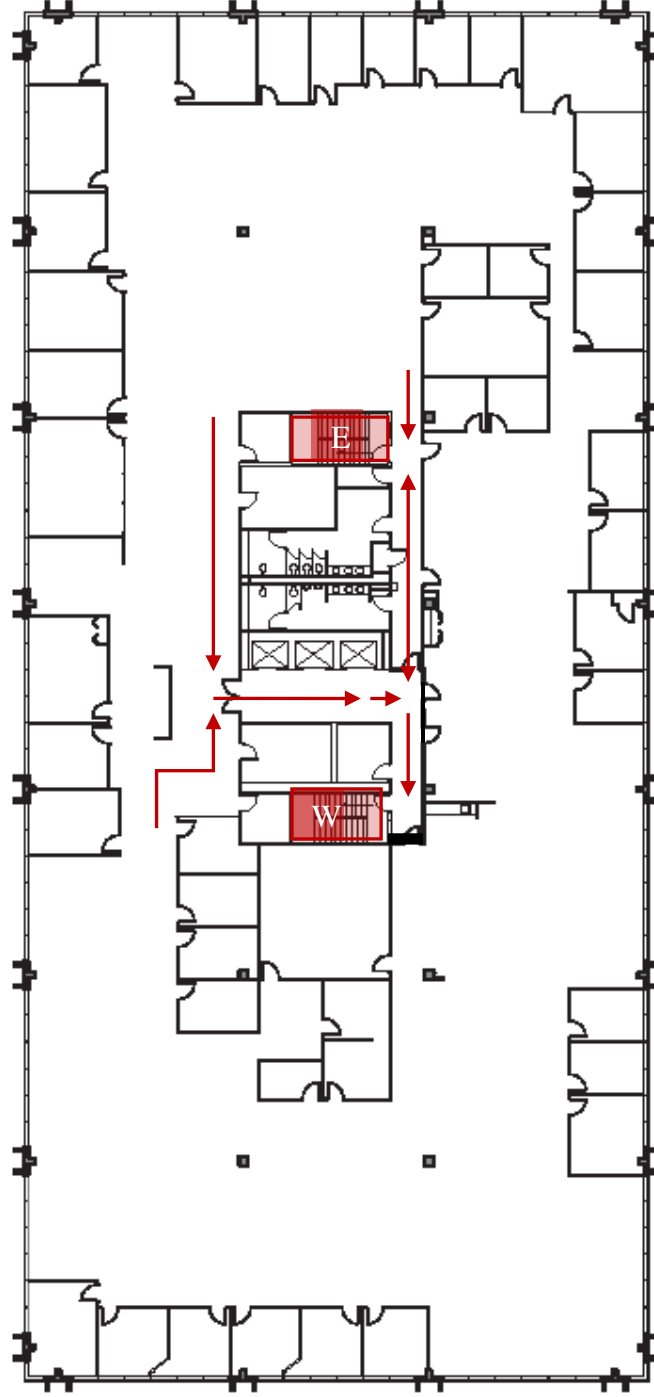
Reference Websites

United States Weather Service	http://www.crh.noaa.gov/lot/
AccuWeather	http://www.accuweather.com/us/il/
Federal Emergency Management Agency	http://www.fema.gov
City of Des Plaines	http://www.desplaines.org

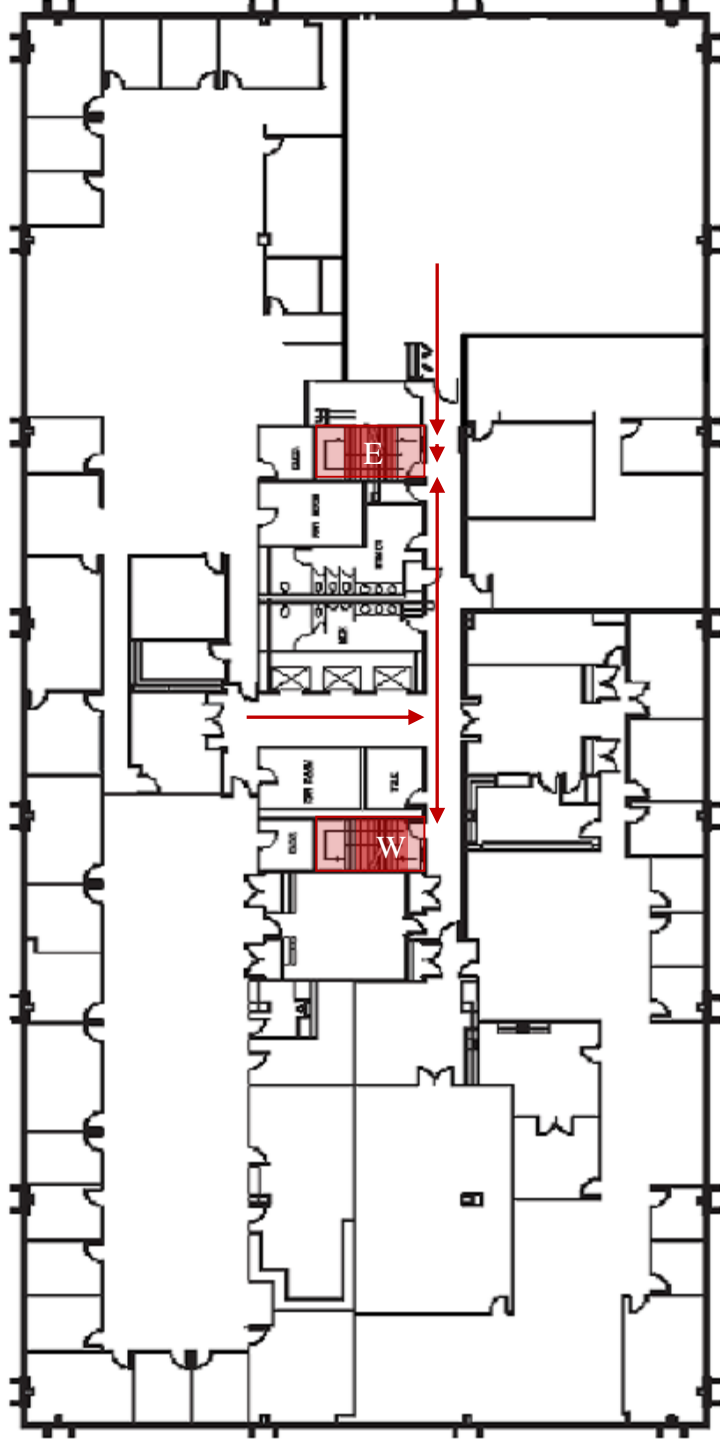




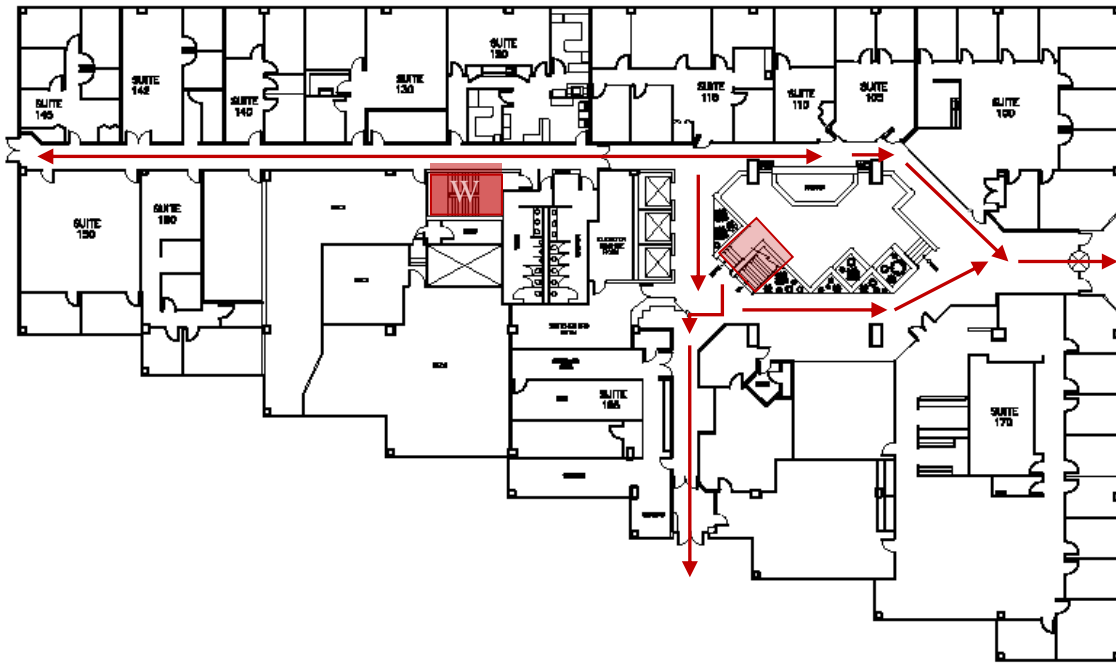
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3rd Floor Emergency Evacuation Routes



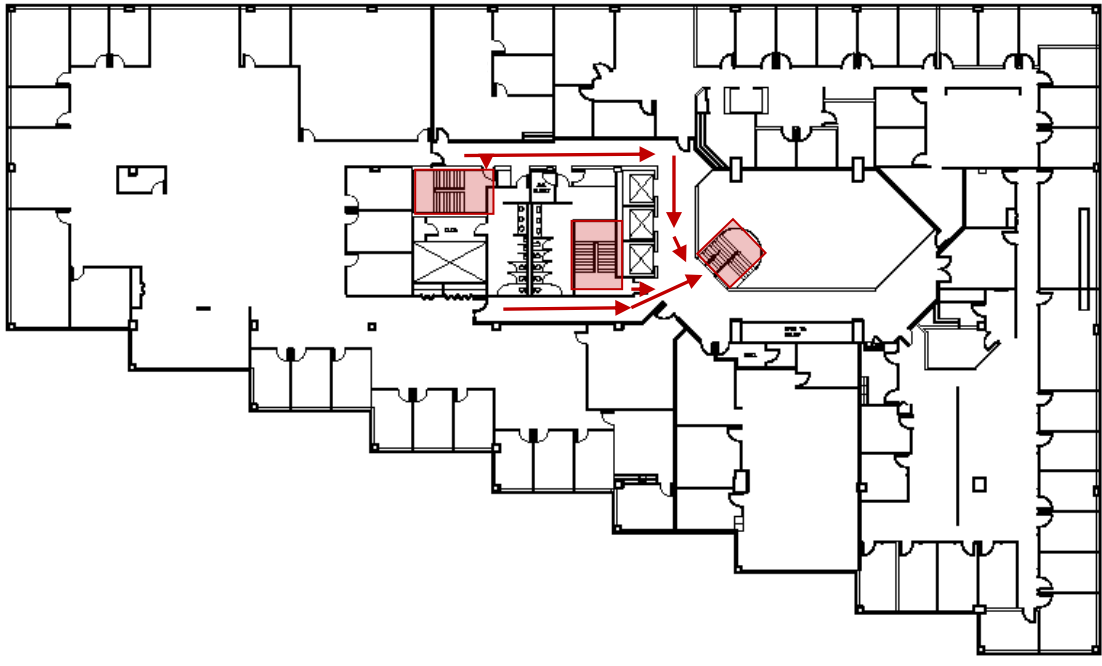
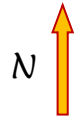
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4th Floor Emergency Evacuation Routes



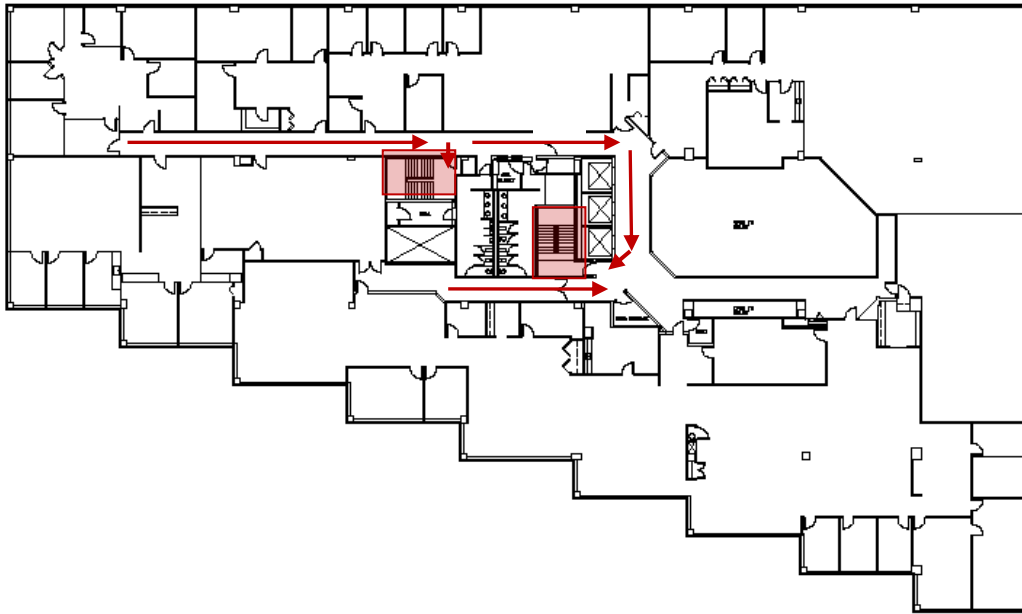
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5th Floor Emergency Evacuation Routes



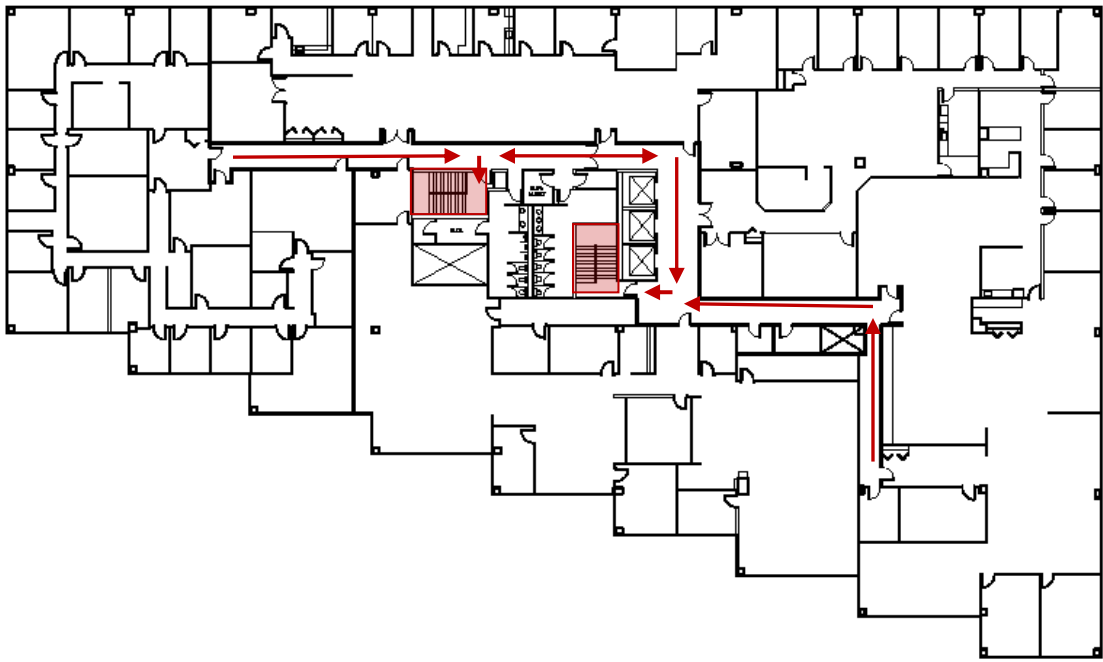
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1st Floor Emergency Evacuation Routes



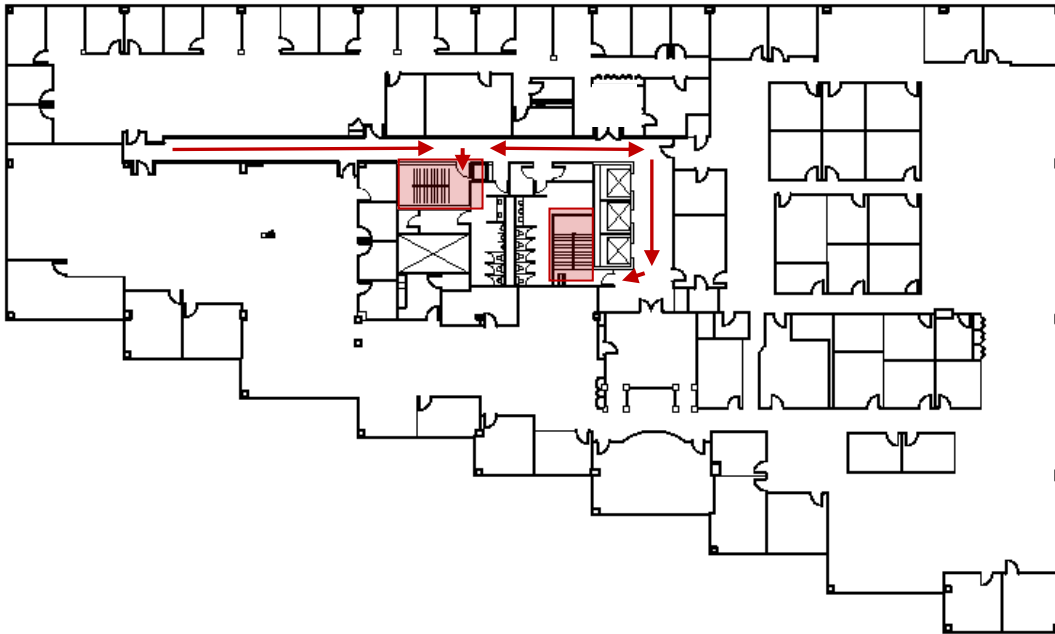
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2nd Floor Emergency Evacuation Routes



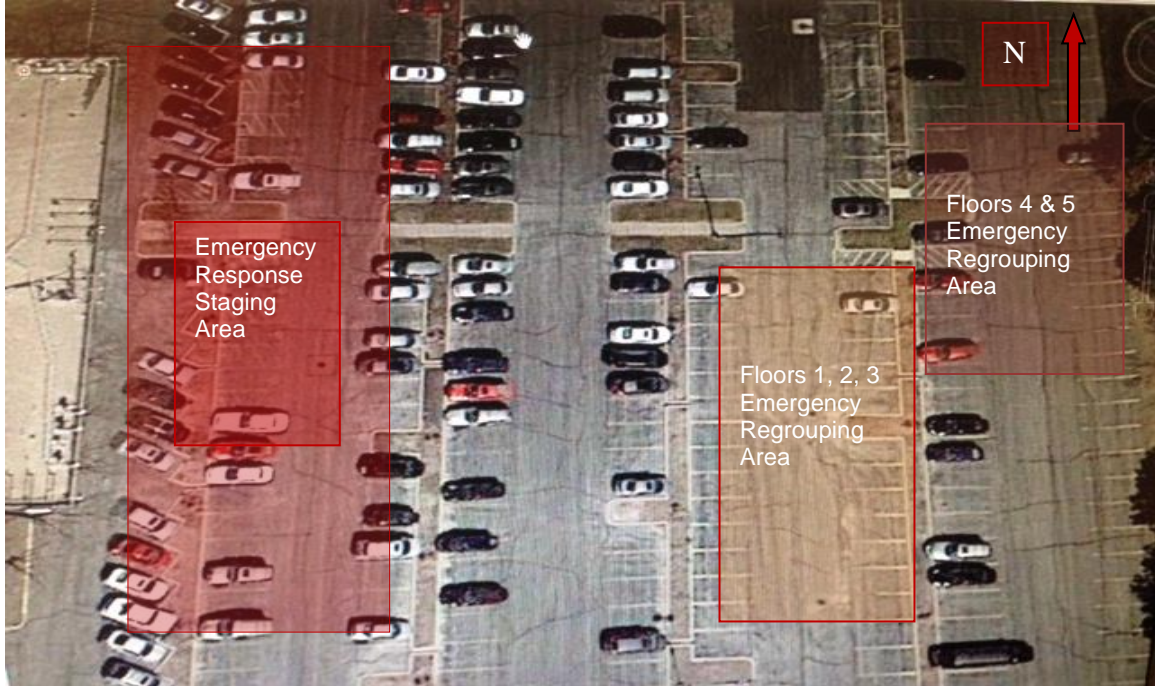
1011 East Touhy Avenue
3rd Floor Emergency Evacuation Routes



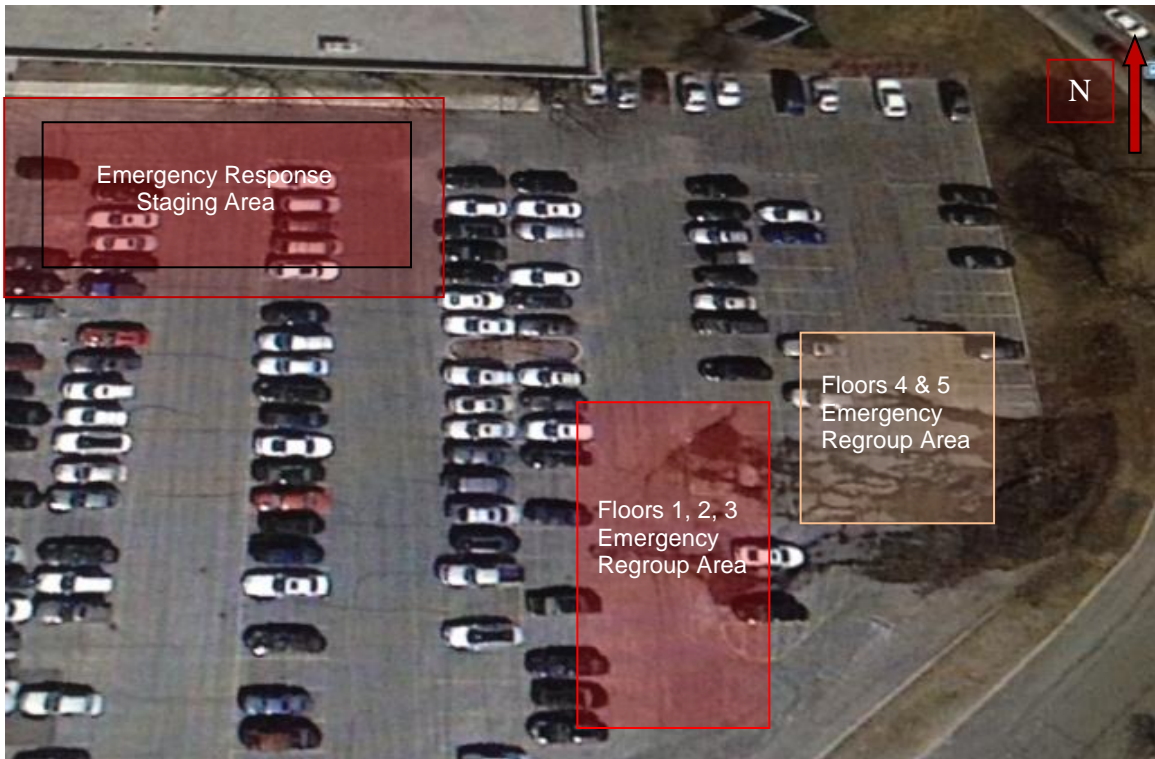
1011 East Touhy Avenue
4th Floor Emergency Evacuation Routes





1011 East Touhy Avenue
5th Floor Emergency Evacuation Routes



1011 East Touhy Regrouping Area
1111 East Touhy Regrouping Area



TYPES OF FIRES

Types of Fire	Types of Hazard	Recommended Type Extinguisher
Class A 	Ordinary combustibles Wood, rubber, paper, many plastics, fabrics	Water AFFF & FFFP FOAM ABC Dry Chemical
Class B 	Flammable liquids and gases Gasoline, oils, grease, paint, lacquer, tar Natural & manufactured gases	Liquids: AFFF & FFFP FOAM REGULAR Dry Chemical ABC Dry Chemical PURPLE K Dry Chemical CARBON DIOXIDE Gases: REGULAR & PURPLE K Dry Chemical
Class C 	Energized electrical equip. Wiring, panels, generators, switches, motors, appliances	REGULAR Dry Chemical ABC Dry Chemical PURPLE K Dry Chemical CARBON DIOXIDE
Class AB 	Ordinary combustibles, flammable liquids (Combinations of Classes A & B)	AFFF & FFFP FOAM ABC Dry Chemical
Class BC 	Flammable liquids and gases Energized electrical equip. (Combinations of Classes B & C)	REGULAR Dry Chemical ABC Dry Chemical PURPLE K Dry Chemical CARBON DIOXIDE
Class ABC 	Ordinary combustibles Flammable liquids and gases Energized electrical equip. (Combinations of Classes A, B & C)	ABC Dry Chemical
Class D 	Combustible metals & combustible metal alloys	SUPER D (Sodium Chloride) Powder COPPER Powder G-PLUS (Graphite)