

O'Hare Offices, Inc.

1011 and 1111 East Touhy
Avenue

Life Safety and

Emergency Evacuation

Manual



Federal Emergency Management Agency



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Overview

Prior To An 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.

Emergency preparedness requires attention, not just to specific types of emergencies, but also to steps that increase preparedness for all types of hazards. The following information is intended to assist our Campus population in the emergency planning process.

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 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** who in your office or on your floor is a member 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 and Building Management.**

All team members must:

- **Know** the location of and have knowledge in the proper use of the fire extinguishers.
- **Know** the emergency procedures for their 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.
- Directs the floor Emergency Response Team, making sure all Team Members are 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 area or floor.
- Maintain a current roster of all personnel with special needs, or who will need special assistance during an emergency situation.
- Know the location and operation of all 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 time of 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 safely evacuated the premises.
- Upon completion of the evacuation, take attendance and 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 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 and fully understand the location and operation of Fire Extinguishers on the floor.
- Know the layout of the floor and office, the location of all exits, stairways and 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:

- Stress calmness
- Limit talking
- Remove and carry high-heeled shoes.
- Keep stairway exits clear and keep personnel moving.
- Keep hands on stairway handrails; keep drinks and food out of stairways.
- 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 the building elevators.
- **Know** the location of all exits and stairways on the 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 instance when 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 the Floor Captain/ Emergency Coordinator, communicate the floor number and stairway location (East or West). There are signs in the stairway that display this information.
- Wait for Emergency personnel to arrive and assist with rescue.

Evacuation

The nature of an emergency may dictate that the building personnel, or a portion of the building personnel, be evacuated to ensure the safety of its occupants. A fire, gas leak, or other unsafe conditions 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; these are usually conducted when an emergency does not pose a threat to all occupants of the building.

Given the limited height of the 1011 and 1111 East Touhy properties, ALL evacuations should be considered as 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 out of 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 it is a test or false alarm.
- Ensure the area around you is safe and begin your evacuation. Do not stop to collect personal belongings, your hands should remain free of any items.
- Stop only when directed to by the Floor Captain/ Emergency Coordinator, the Building Management or local emergency authority.
- Do not attempt to use the elevators.
- Do not break windows, and do not attempt to go to the roof.
- Proceed to the nearest emergency stairway, move quickly, but do not run. Use handrails as you descend stairs and stay with your group throughout the evacuation.
- Keep 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.
- Remain quiet and 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.

- 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

1011 and **1111** East Touhy Avenue complies with the Americans with Disabilities Act and has 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 consider informing the 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 notifies Building Management of their location in the stairway. 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. 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. Notify the Building Management immediately at **312.613.9713** to report the emergency.

Provide the following information to Building Management:

- The name and location of the victim.
- The nature of the emergency and any observed signs and symptoms.
- 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

The 1011 and 1111 East Touhy Avenue are modern buildings, constructed with fire resistant materials. Concrete floors, gypsum walls and structural steel combine to create structures which are not only fire resistant, but 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 from the Fire Detection System, the Automatic Sprinklers act to extinguish or suppress any fire which may occur. Activation of any 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 exposed wires or any form of damage to the cord.

- ❖ **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 fire hazard.

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 fire doors open, blocking them with furniture or tampering with their operation in any way, creates a significant hazard. ***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 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 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

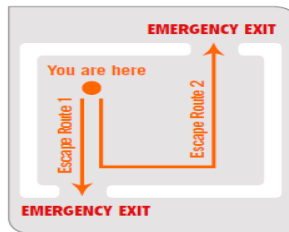
The best and most cost effective fire protection system is fire prevention

- **1011** and **1111** East Touhy Avenue are smoke-free properties; please observe the 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 it is 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.
- Do not leave your food unattended in a toaster or microwave.

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.



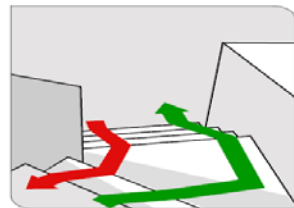
6. Determine if you should stay put, "shelter-in-place" or get away. Listen for and follow instructions from authorities.



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 tornadoes have been reported, throughout the state. A large number of these reported tornadoes 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, selection a prearranged safe refuge 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.

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 observed threatening skies, the decision to seek shelter must be made, before the storm arrives.

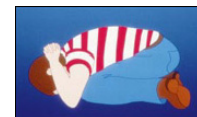
- ❖ A **TORNADO WATCH** is issued when conditions favoring the development of severe weather, are present. TORNADO WATCHES tend to cover wide areas and are intended to serve as notice of a potential threat. Be ready to act quickly if a warning is issued or if you suspect a tornado is approaching.
- ❖ 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 - 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 from 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 supercell 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 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, hijackings 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 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.
- Ask the caller to repeat the message.
- 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 management and Building Management.
- In order to avoid panic, do not tell anyone else about the call.
- Provide Building Management with all noted information.

Questions to Ask The Caller:

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?

❖ 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. 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.
- 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 in any manner the suspicious substances.
- 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.
- Be prepared to provide the names of individuals who may have come into contact with the suspicious envelope or parcel.

Emergency Telephone Numbers

Des Plaines Police Department	
Emergency	911
Non-Emergency	847.391.5400
Des Plaines Fire Department	
Emergency	911
Non-Emergency	847.391.5333
Department of Homeland Security	312.922.1407
610 South Canal Street	
Chicago, IL	

1011 & 1111 Building Management

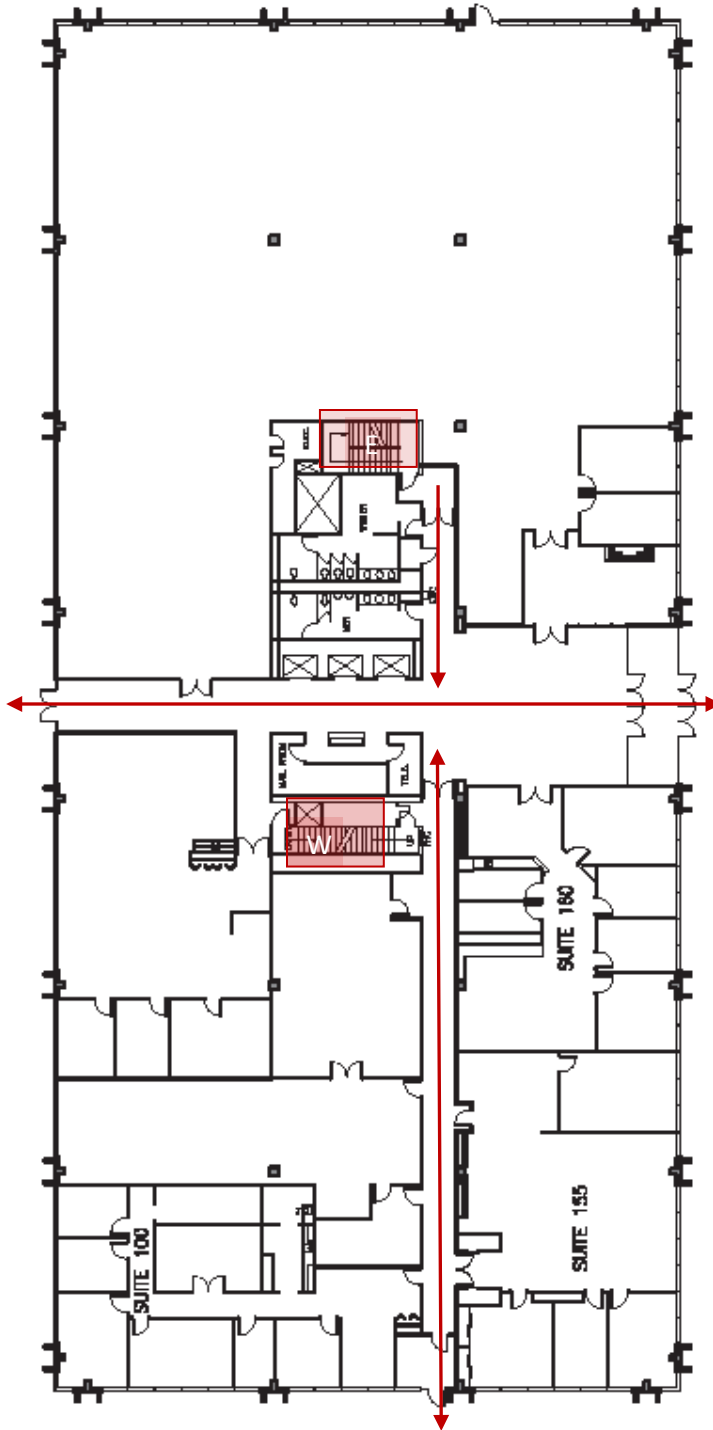
Emergency – Business Hours	312.613.9713 847.505.6275 773.272.0727 773.272.0716
Emergency – After Hours	847.813.1822

Medical Centers

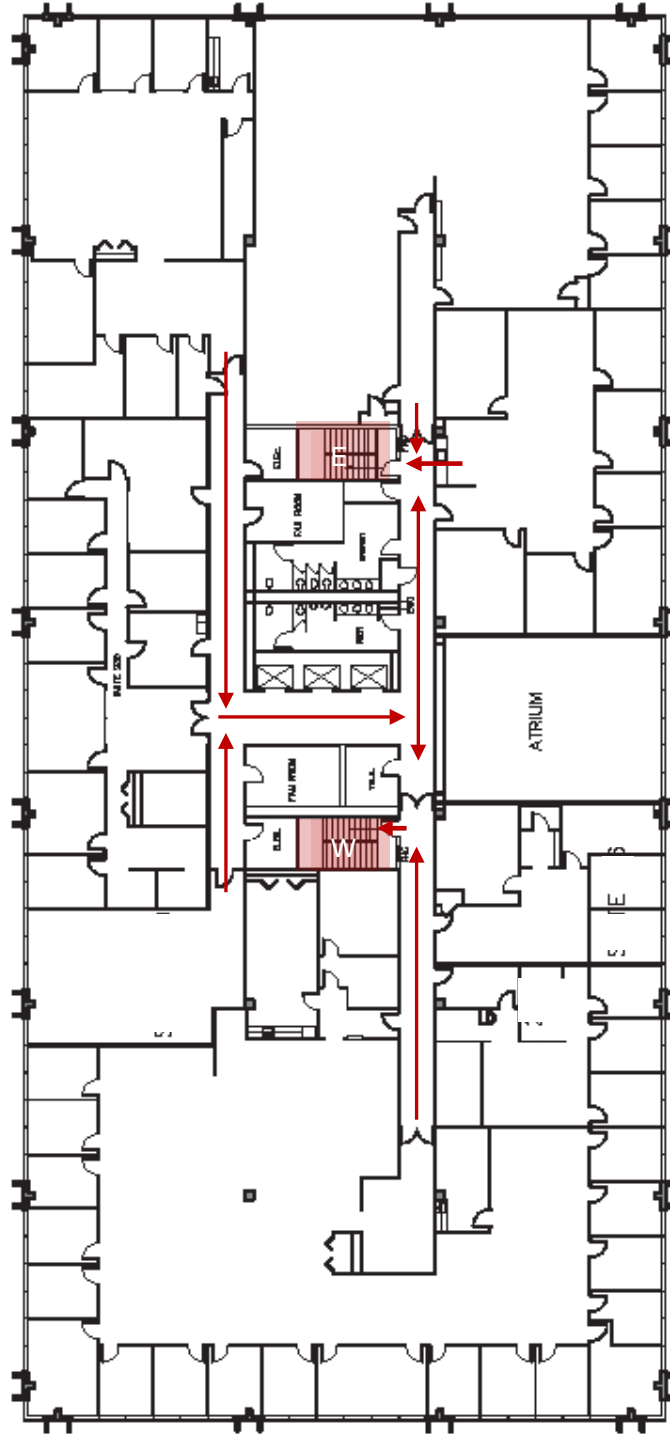
Holy Family Medical Center	847.297.1800
Golf & River Roads	
Advocate Lutheran General Hospital	847.723.2210
1775 Dempster Street	
Resurrection Medical Center	773.774.8000
7435 West Talcott	
Chicago, IL	

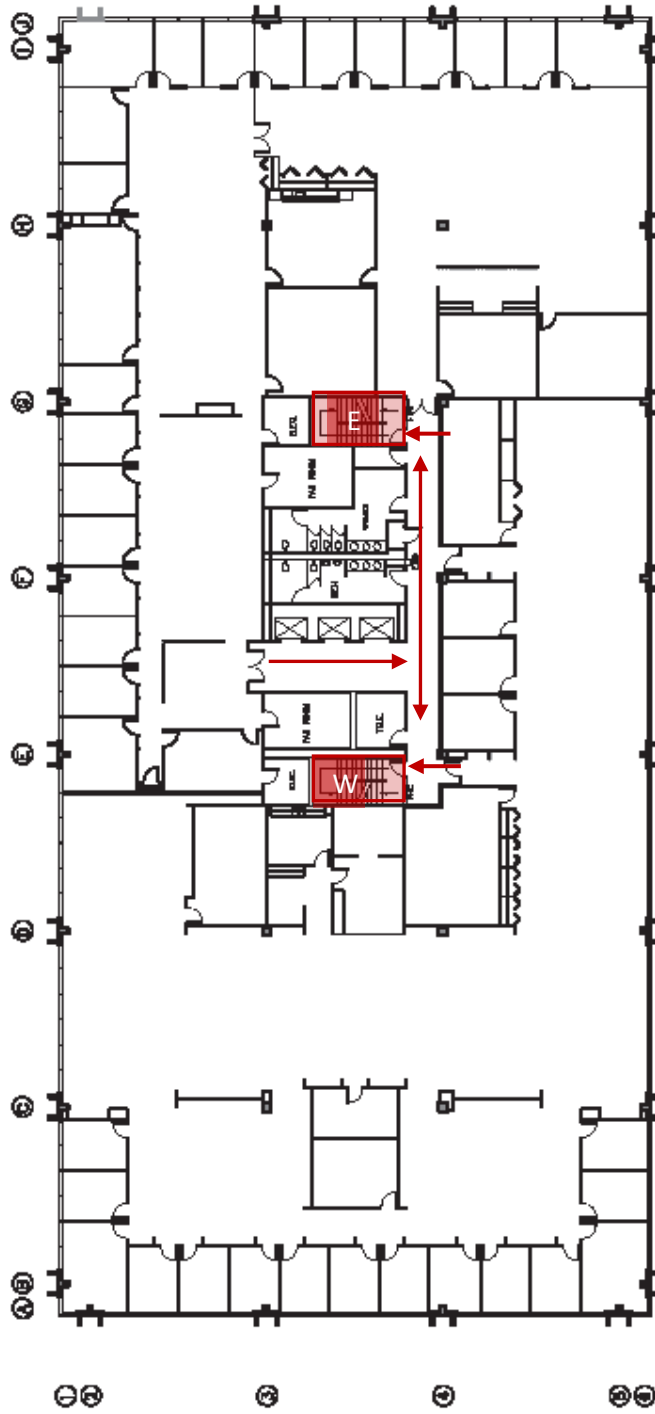
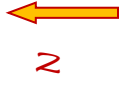
Reference Websites

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

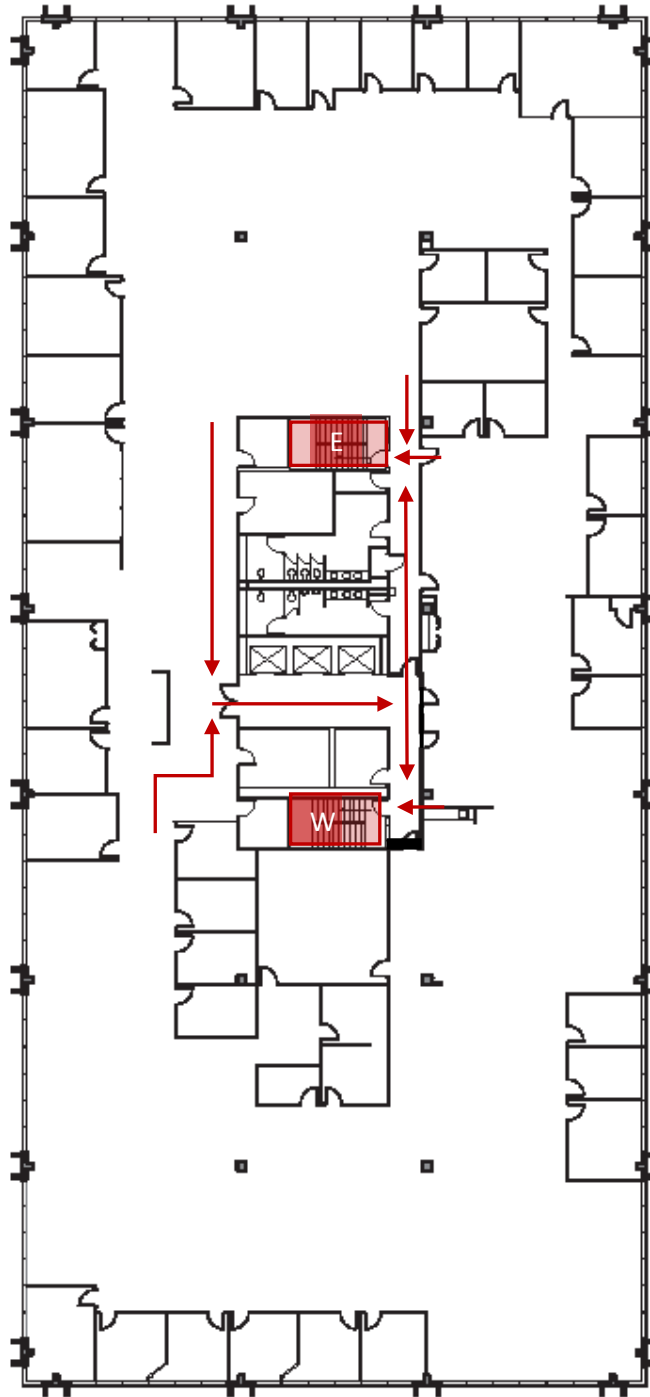


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1st Floor Emergency Evacuation Routes

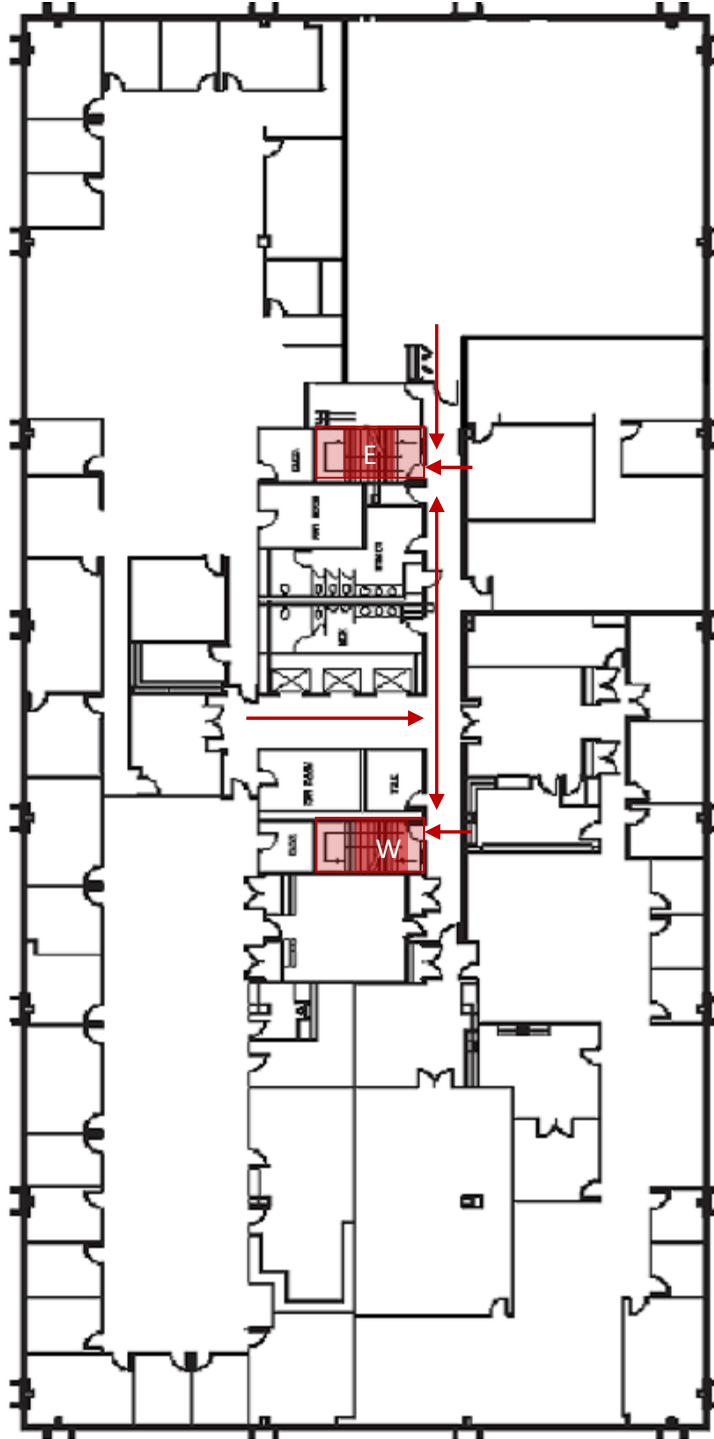




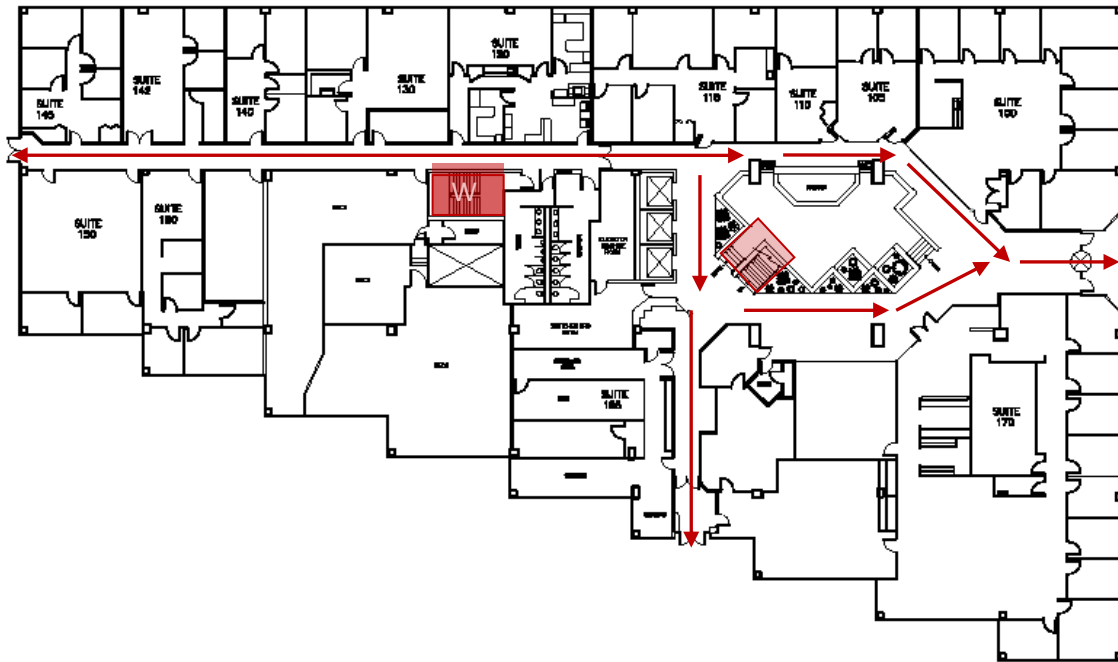
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3rd Floor Emergency Evacuation Routes



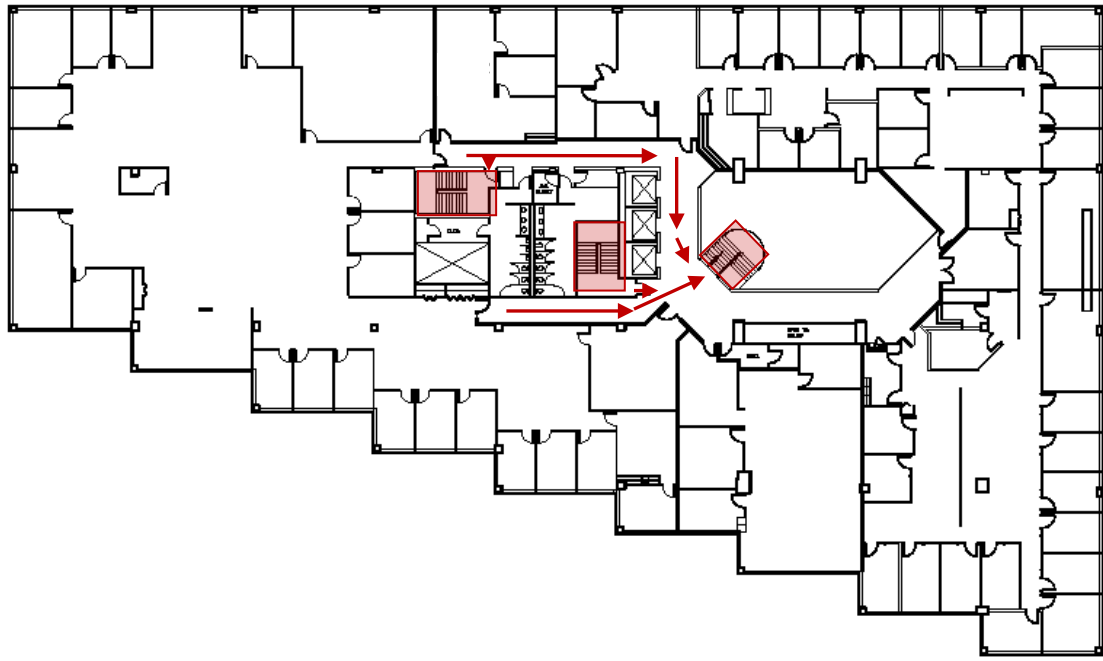
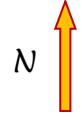
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4th Floor Emergency Evacuation Routes



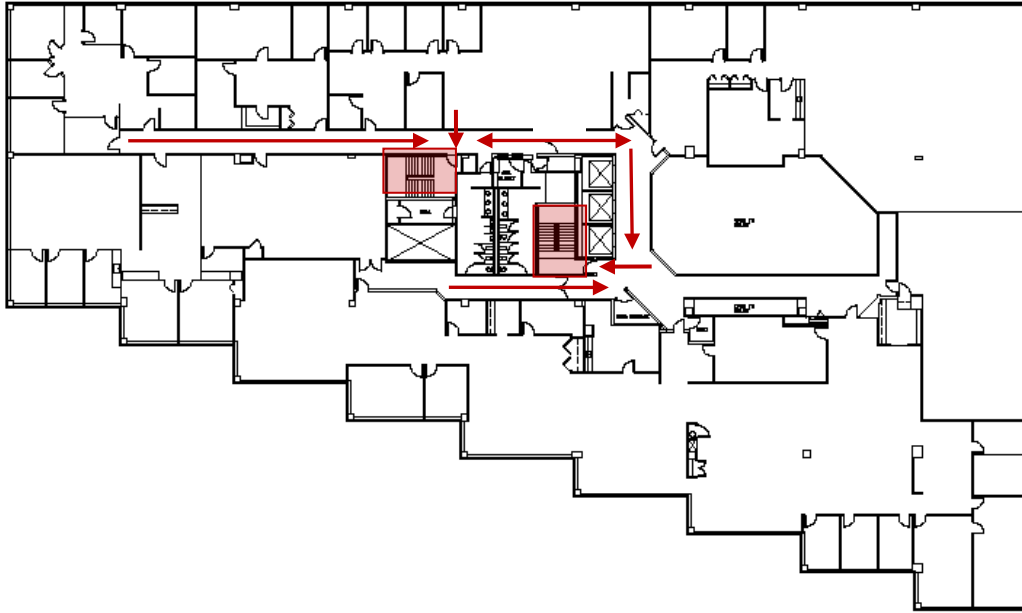
1111 East Touhy Avenue
5th Floor Emergency Evacuation Routes



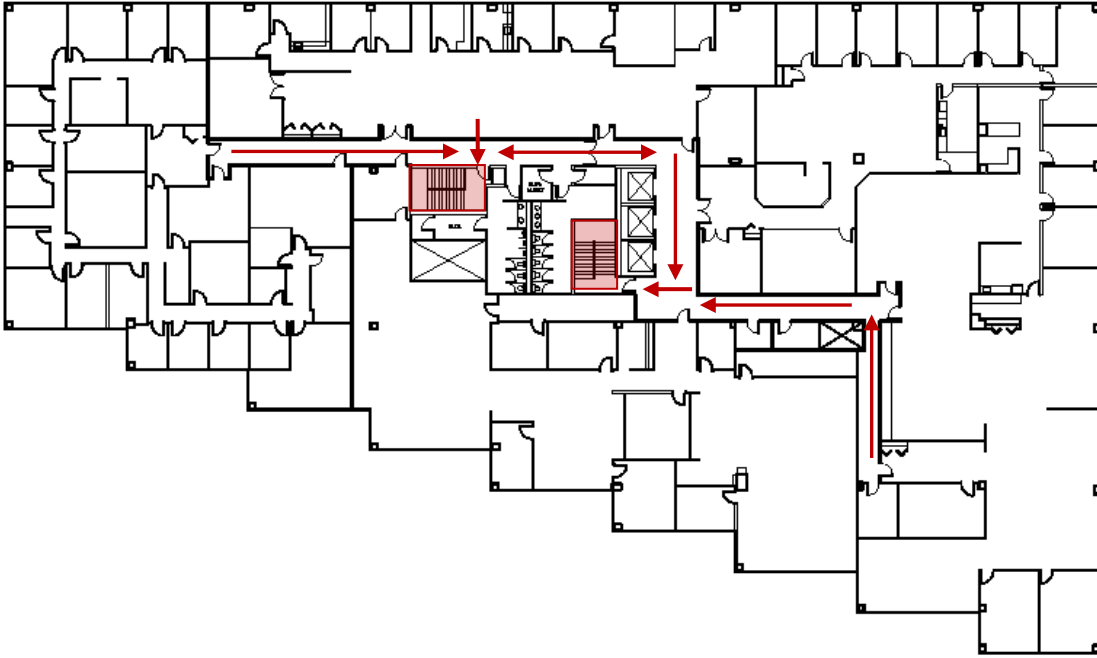
**1011 East Touhy Avenue
1st Floor Emergency Evacuation Routes**



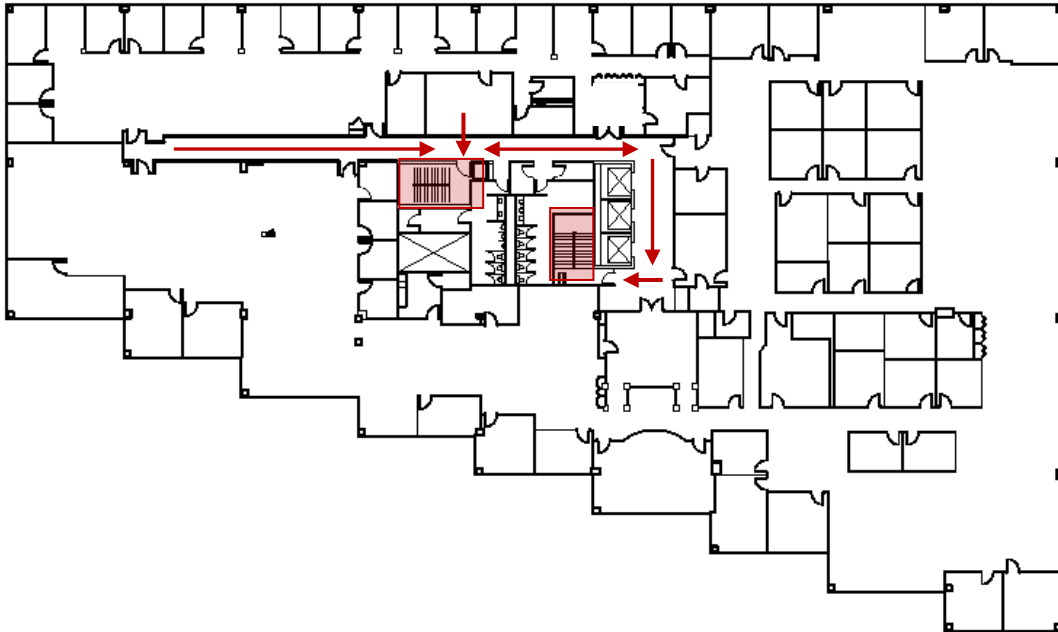
**1011 East Touhy Avenue
2nd Floor Emergency Evacuation Routes**



**1011 East Touhy Avenue
3rd Floor Emergency Evacuation Routes**



**1011 East Touhy Avenue
4th Floor Emergency Evacuation Routes**

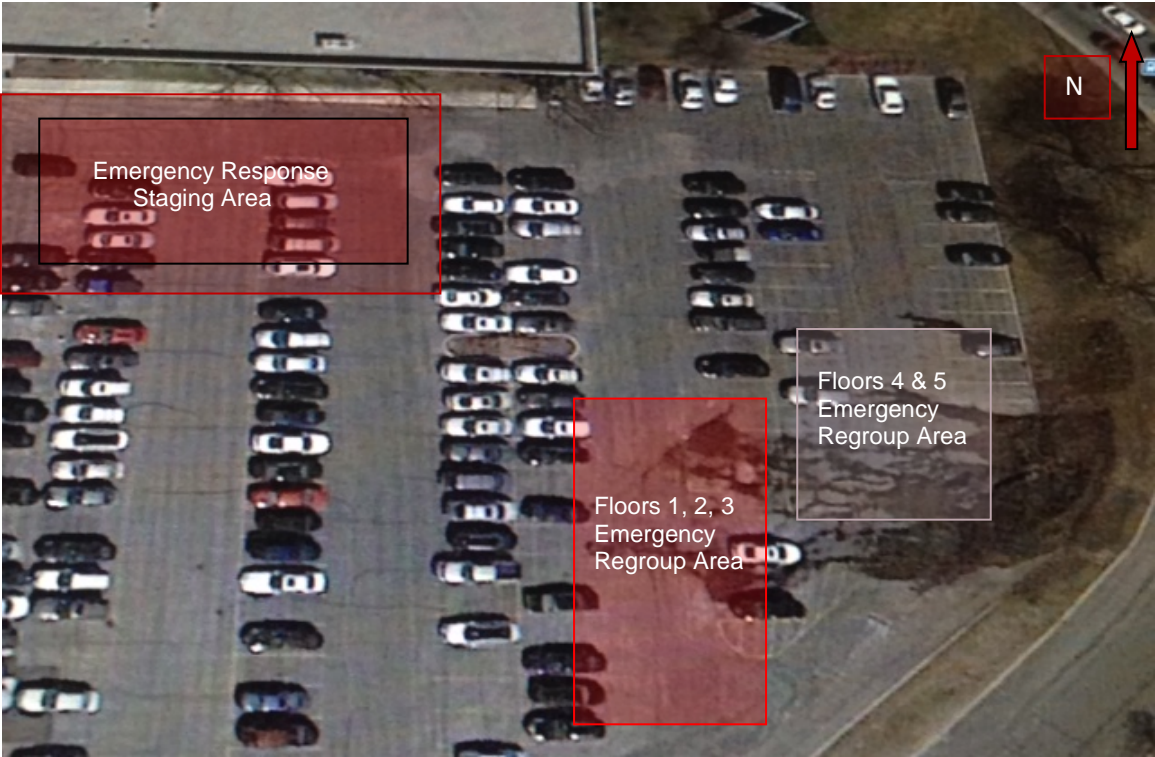


**1011 East Touhy Avenue
5th Floor Emergency Evacuation Routes**

1011 East Touhy Regrouping Area



1111 East Touhy Regrouping Area



Record of Changes

Review of this Emergency Plan should be conducted annually. Revisions and updates may be made based on operating changes, or suggested actions that have been identified through exercises, actual incidents or experience gained through drills. The Coordinator should track and record changes using the table below.








Date	Page/Section	Revision

Emergency Items and Equipment

Tenants are encouraged to build a kit with useful items in case of emergency. List the location of emergency supplies and items your unit maintains or has access to.

Emergency Supply or Item	Location
Copy of this Plan	
NOAA Weather Radio	
First Aid Kit	
Flashlights	
Automated External Defibrillator	
Fire Extinguisher	
Bottled Water	

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)