

100 & 150

SOUTH WACKER DRIVE

SAFE ACTION PLAN



**IN AN EMERGENCY, ALWAYS REMEMBER
TO STAY C.A.L.M.**

CALL

911

ALERT

the Office of the Building **312-641-3411**,
Security and Co-Workers

LISTEN

for Instructions over the Speaker System

MOVE

to a safe location and evacuate if you are in
immediate danger. If not, stay where you are.

SAFE ACTION

FOR

100 & 150 South Wacker Tenants

As the property management team for 100 & 150 S. Wacker, Lincoln Property Company is committed to your safety.

To guide you through high-rise emergencies, you will find the following information and procedures:

- **Emergency Phone Numbers**
- **Safety Facts To Know**
- **General Evacuation**
- **Evacuation Team**
- **Fire**
- **Medical**
- **Crime**
- **Power Outage**
- **Tornado**
- **Active Shooter**
- **Office Safety Tips**
- **Bomb Threat**
- **Telephone Checklist for Bomb Threat**

Please!

Take a few moments to review this information and always keep your "SAFE ACTION" booklet within easy reach for future reference.

EMERGENCY PHONE NUMBERS

Fire Department911

Non-Emergency.....311

Police Department.....911

Non-Emergency.....311

Ambulance.....911

Office of the Building.....312-641-3411

100 S. Wacker Security.....312-327-1079

150 S. Wacker Security.....312-327-1094

SAFETY FACTS TO KNOW



1. There are two (2) stairwells on each floor.
Know the location of both.
2. There is a **phone in the stairwells** on the following Floors:
100 S. Wacker: **3, 7, 11, 16, 20**
150 S. Wacker: **3, 7, 11, 15, 19, 23, 27, 31, (32 south only)**
3. Stairwells are lit by emergency power.
4. Emergency lighting is provided on each floor.

EMERGENCY PROCEDURES VIDEO

Take time to view the Life Safety Video for 100 & 150 S. Wacker at <http://clients.aksafetynet.com/100sw/> (First time user's password =100&150safety). Click on **Take the Training**. Click on **Sign Up Now** under New User and enter your information to set up an account. If you have difficulty accessing the site, please call building management at 312-641-3411.

WHAT TO DO IN AN EVACUATION

LISTEN carefully to the messages being transmitted over the building speaker system that will help guide your actions during an emergency. It is important to realize that a total Building Evacuation may not be necessary and only a few floors may need to be evacuated.



If an evacuation becomes necessary, proceed as follows:

1. Proceed to the closest stairwell, unless directed otherwise
2. Proceed by stairwell to a safe floor as directed
3. Remain on the safe floor and stand by for further announcements

DO



- Listen for announcements over the building speaker system
- Follow the instructions of your floor warden
- Use stairwells to evacuate
- Assist handicap aides in moving handicapped employees to stairwell landings
- Be prepared to merge with people evacuating from other floors
- Watch for fire fighters coming up stairwells to handle the emergency

DO NOT

- **DO NOT** evacuate unless you are in immediate danger or are being instructed to do so over the speaker system
- **DO NOT** use elevators
- **DO NOT** run or create a panic
- **DO NOT** return to your office until the "ALL CLEAR" is given

EMERGENCY EVACUATION TEAM

Tenants are responsible for developing their own internal emergency action plan. The two (2) most critical goals for your action plan should be to protect lives and property.

The following are some basic guidelines to consider while developing your emergency plan:

- Familiarize employees with proper evacuation routes and procedures
- Have a plan to evacuate handicapped employees to stairwell landings – designate two co-workers to assist
- Maintain a current list of team members, alternates and handicapped employees (including breathing impaired); send updates to the Office of the Building
- In the event of an evacuation out of the building, have a detailed plan for all employees that will list a safe meeting place. The meeting place should be at least two (2) blocks away
- Develop procedures to account for all employees after evacuation has been completed
- It is important to remember that you may not always evacuate during a major emergency, as leaving the building may put you and your employees at greater risk. In these situations, you may be advised to shelter-in-place or in other words stay indoors.
- Inspect your area to eliminate fire hazards
- Keep aisles, freight elevator lobbies and exits cleared
- Tenants should maintain in their business an Emergency Supply Kit and a battery-powered radio or television for instructions provided by local, state or federal authorities via the media.

FLOOR WARDEN

- Appoints employees to emergency team
- Maintains roster of personnel & handicapped employees
- Reports emergencies to the Office of the Building
- Alerts personnel of emergency and directs evacuation team
- Notifies elevator and one stairwell monitor to evacuate
- Keeps employees on safe floors until the "ALL CLEAR" is announced
- Knows the location of all exits leading from occupied areas
- Assists in training of all personnel in their work area

EMERGENCY EVACUATION TEAM

TENANT AREA LEADER (multi-tenant floors)

- Appoints employees to emergency team and knows exit locations
- Maintains roster of personnel & handicapped employees
- Reports emergencies to the Office of the Building
- Responsible for the orderly evacuation of people in their area
- Notifies Floor Warden when suite is clear
- Knows the location of all exits leading from occupied areas
- Assists in training of all personnel in their work area

ELEVATOR MONITOR

- Directs employees to nearest stairway
- Makes sure elevator is not used
- Notifies one stairwell monitor to evacuate after Floor Warden indicates

STAIRWELL MONITOR

- Each monitor responsible for an assigned exit – two per floor
- Inspects stairwell for heat/smoke
- Assists in orderly evacuation

SEARCHER

- Find and evacuate all employees in designated areas
- Check all restrooms and noisy areas where alarm may not be heard (i.e.: copy room, computer room, etc.)
- Report to Floor Warden or Tenant Area Leader when area is clear

HANDICAP AIDE

- Any individual who cannot evacuate using the stairwells for a minimum of 8 floors should self-register for assistance
- Two aides should be assigned for each individual needing assistance
- For individuals who are unable to evacuate using the stairwell, assist them into the stairwell out of the exit path
- One aide should stay with individual and other aide should inform security via the nearest emergency phone in the stairwell of the Handicapped individual's position and obtain further instructions. Emergency phones are located in the stairwells on the following floors:
100 S. Wacker: 3, 7, 11, 16, 20
150 S. Wacker: 3, 7, 11, 15, 19, 23, 27, 31, (32 south only)

WHAT TO DO IN A FIRE EMERGENCY



1. **Call 911** and then call the Office of the Building at 312-641-3411 or 100 S. Wacker Security at 312-327-1079 or 150 S. Wacker Security at 312-327-1094.
Give the following information to both:
 - Building address:
100 or 150 South Wacker
 - Floor number (#)
 - Details of fire emergency
2. Notify your floor warden or tenant area leader
3. If evacuation is necessary, use stairwells (SEE EVACUATION PROCEDURES). In the event of a high rise fire, an evacuation can mean moving to a safe location on another floor or exiting the building, but in many situations you may be safer staying in place. Please listen closely to announcements made on the building speaker system.

WHAT WILL HAPPEN NEXT



- The Fire Department is dispatched by 911 Center
- Building Staff prepare for arrival of Fire Department
- Fire fighters arrive to handle the emergency and make the appropriate announcements over the building speaker system

DO



- Use stairwells to evacuate
- If caught in heavy smoke, stay near the floor and move to the exit by crawling. Take short breaths through your nose or breathe through a piece of clothing to reduce smoke inhalation

DO NOT

- **DO NOT** use elevators
- **DO NOT** go to the roof
- **DO NOT** break windows

REPORTING THE SMELL OR SIGHT OF SMOKE

There is a difference between smelling smoke and actually seeing smoke. Please remember to specify if it is a smell of smoke or the actual sight of smoke when you report it to the Office of the Building at 312-641-3411 or 100 S. Wacker Security at 312-327-1079 or 150 S. Wacker Security at 312-327-1094.

WHAT TO DO IN A MEDICAL EMERGENCY

1. **Call 911** and then call the Office of the Building at 312-641-3411. After hours, call 100 S. Wacker Security at 312-327-1079 or 150 S. Wacker Security at 312-327-1094.



Give the following information to both:

- Building name and address:
100 or 150 S. Wacker Drive
 - Floor number (#) and location of emergency
 - Type of injury, illness or symptoms
2. **DO NOT** move the injured or ill person
 3. Instruct an employee to direct emergency units to the location

WHAT WILL HAPPEN NEXT



- Paramedics are dispatched by 911 Center
- Building Staff prepare for arrival of emergency units
- Paramedics arrive to administer medical assistance

WHAT TO DO IF YOU WITNESS OR ARE AWARE OF A CRIME/CRIMINAL ACT

1. **Call 911** then the Office of the Building at 312-641-3411. After hours call 100 S. Wacker Security at 312-327-1079 or 150 S. Wacker Security at 312-327-1094.
2. Security will respond, as necessary, to the incident. Security will coordinate efforts with the local authorities.



WHAT TO DO IN A POWER OUTAGE

Due to circumstances beyond building control, utility service may be interrupted. If you experience a power failure, proceed as follows:

1. Notify the Office of the Building at 312-641-3411 or after hours call 100 S. Wacker Security at 312-327-1079 or 150 S. Wacker Security at 312-327-1094.
2. Remain calm. Building Staff will investigate cause and notify tenants as information is obtained.
3. If an evacuation becomes necessary, you will hear an announcement over the building speaker system directing you where to evacuate.
4. **DO NOT** use elevators.



WHAT TO DO IN A TORNADO EMERGENCY



A **tornado warning** is an alert by the National Weather Service confirming a tornado sighting and its location. The City of Chicago will determine if our location is affected by the warning. Using their emergency system, they will signal a tornado warning by a **loud wailing siren** that goes up and down for three minutes.

If possible, Building Staff will make an announcement over the building speaker system.

WHEN YOU HEAR A SIREN, PROCEED AS FOLLOWS:

(Please note the warning system is tested on the first Tuesday of each month at 10:00 am.)

1. Move away from glass and windows and close your office door.
2. Seek Shelter in the building core; the elevator lobby, corridors, restrooms, and stairwells. Kneel down and protect your head.
3. **DO NOT** use elevators.

WHAT WILL HAPPEN NEXT

When the threat has passed, the City of Chicago emergency warning system siren will emit a steady wailing signal for three minutes.

Once the weather has subsided, report any damage to Building Staff.

RESPONSE TO ACTIVE SHOOTER

- ✓ RUN – Have an escape plan and use stairwells
- ✓ HIDE – Hide out of the shooter's view, block entry or lock door and silence cell phone. Stay hidden until All Clear given.
- ✓ FIGHT – As last resort and only when life in danger.

When safe to do so get help. Call 911 and then notify building security using stairwell intercom phones or call 100 S. Wacker Security at 312-327-1079 or 150 S. Wacker Security at 312-327-1094.

OFFICE SAFETY TIPS

1. Report any suspicious or disorderly individuals to security at 100 S Wacker 312-327-1079 or 150 S Wacker 312-327-1094.
2. Establish check-in and check-out procedures for guests. Have all guests escorted in and out of your space by the person they are meeting with. Do not let anyone walk unaccompanied in your space. Do not leave someone you do not know alone in your reception area while you go to find someone or get them a drink.
3. Trust your gut instinct. If you see someone in your space that does not belong, ask questions and verify their answers
4. Lock your valuables and laptops. Never show the contents of your wallet to anyone.
5. Don't let someone use you to gain access. Did you hear the door close behind you when you entered the space? Did the individual on the elevator use their keycard if required? The police call this piggybacking where criminals gain access by grabbing the door before it closes all the way or gaining access to a floor by riding with someone else.
6. Develop a code word for staff to use if police are needed. **NORA** is recommended which stands for **N**eed an **O**fficer **R**ight **A**way.
7. Alert your human resources department if you believe an employee exhibits potentially violent behavior.
8. If you see something, say something. Report suspicious activity to 855-777-8274.

WHAT TO DO IF YOU RECEIVE A BOMB THREAT



1. Remain calm. Use the Telephone Checklist on the back of this booklet to record information concerning the bomb threat. Have this list ready for authorities.
2. **Call 911** and then call the Office of the Building at 312-641-3411 or 100 S. Wacker Security at 312-327-1079 or 150 S. Wacker Security at 312-327-1094

Give the following information:

- State "I have received a bomb threat"
 - Building address:
100 or 150 South Wacker Drive
 - Your company name and floor number
 - Your name
3. Notify your floor leader. Tenant will be responsible for conducting searches within their premises as they can better determine what objects may be suspicious or not.
 4. Building Staff will search non-tenant areas
 5. **DO NOT** touch suspicious or unidentified objects
 6. **DO NOT** create panic by sharing threat information
 7. Report search results to officials on the scene or to the Office of the Building at 312-641-3411

WHAT WILL HAPPEN NEXT

- Police Bomb Squad is dispatched by 911 Center
- Police Bomb Squad will contact the person who received the threat
- An evacuation may take place



TELEPHONE CHECKLIST FOR BOMB THREAT

Be calm. Be courteous. Listen, do not interrupt the caller.

Date: _____ Time: _____

A telephone call was received at telephone number _____
The following message was received (in exact words of caller):

Number on caller ID: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does it look like?
4. What kind of bomb is it?
5. Why did you place the bomb?
6. What is your name and address?

TRY TO DETERMINE THE FOLLOWING: (Circle as appropriate)

Caller's Identity:

Male Female Adult Juvenile Age _____

Voice:

Loud/Soft Raspy Pleasant Deep/High Pitch Intoxicated

Speech:

Local Foreign Region Other _____

Language:

Excellent/Poor Accent Foul Other _____

Manner:

Calm Angry Rational Irrational Incoherent Deliberate

Emotional Righteous Laughing Intoxicated Coherent

Background Noises:

Trains Animals Office Machines Airplanes

Music Quiet Voices Mixed Factory Machines

Street Traffic Party Atmosphere Long Distance

Additional Information: _____

ACTION TO TAKE IMMEDIATELY AFTER:

Call 911 then call the Office of the Building 312-641-3411.