

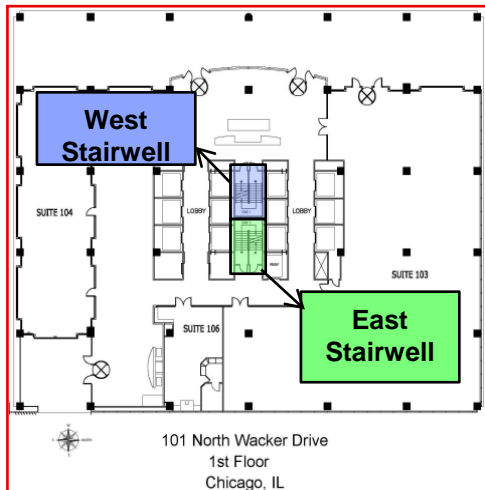
## BOMB THREAT

Bomb threats are rare, but require immediate action from the person receiving the call. Upon receiving a bomb threat, attempt to keep the caller on the line as long as possible, and obtain as much information as possible. Use the link below for a bomb threat checklist: [http://emilms.fema.gov/is906/assets/ocso-bomb\\_threat\\_samepage-brochure.pdf](http://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf)

In the event of a bomb threat, follow the below steps:

1. Remain calm.
2. Try to obtain as much information as possible. Use the bomb threat checklist.
3. Direct a co-worker to call 911 and to alert Building Security
4. If the caller disconnects, DO NOT hang up the phone. Leave the line open.
5. Inspect your own work area, but do not touch or move any suspicious objects. Notify Building Security if suspicious items are found.
6. Follow instructions from First Responders and Building Management.

## KNOW YOUR EXIT/ EMERGENCY EVACUATION PLAN



## FIRE LIFE SAFETY

101 North Wacker offers a variety of safety features, listed below:

### Elevators

Elevators are automatically recalled to the Lobby Level when the building's Fire Life Safety System is activated and / or the building is in emergency mode. Make sure to listen to PA announcements for specific instructions regarding elevator use.

### Horns, Strobes, and Speakers

The horns and strobes provide audible and visual alerts, indicating the building is under emergency conditions. If the horns / strobes are activated, listen for an upcoming announcement with specific emergency information and instructions.

### Sprinkler System

Sprinkler heads are located throughout the building and are directly linked to the fire pump / sprinkler system. Smoke and heat detectors recognize extreme temperatures and / or fire particulates in the atmosphere. When these are detected, alarms are triggered at the Fire Life Safety Panel.

### Signage

Overhead Exit and Stairs signs are located throughout the building and can quickly direct occupants to the nearest exit. Evacuation Plans are posted in every passenger elevator lobby.

### Public Address System

The PA System is used to make announcements to occupants during emergency situations. Please listen carefully to all announcements, as they will include information about the type of emergency, location, and specific actions to take.

### Stairwells

101 North Wacker contains (2) emergency evacuation stairwells, stairwell W, located on the west side of the floor and stairwell E, located on the east side of the floor. All stairwell doors are equipped with fail safe capabilities, meaning they automatically unlock in a smoke / fire situation.

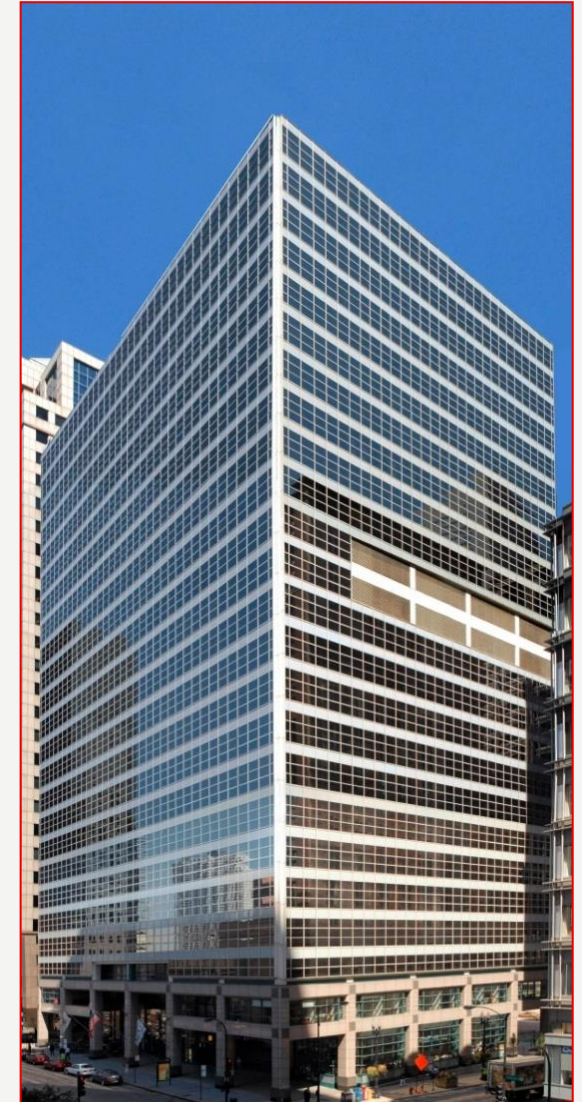
Emergency phones are located in each stairwell on every five floors. Use these stairwells in an emergency to communicate directly with building personnel.

- West Stairwell – LL, 4, 9, 14, 19
- East Stairwell – 3, 8, 13, 18 & 23

Office of the Building (312) 525-8100  
Office of the Building Emergency / POTS Line (312) 641-3278



## EMERGENCY PROCEDURE MANUAL



101 North Wacker Drive | Chicago, IL | 60606

## EMERGENCY COMMUNICATIONS

For any emergency situation, whether it is a medical emergency, smoke / fire incident, or a threat of violence, always call **911 first**, and **Building Security second**. When calling 911, make sure to provide the operator with the following information:

1. **Building Address** – 101 N Wacker Drive
2. **Location within Building** – Floor, Room Number, Company, Direction (Northwest Corner, etc.)
3. **Type of Emergency** – Why are you calling, conditions of victims, etc.
4. **Name and Phone Number** – What is your name, and what number can you be reached at?

Anytime 911 is contacted, make a secondary call to Security at **312-525-8110**. Security can then begin responding to the incident.

Finally, if it is safe to do so, place an employee in the elevator lobby to direct First Responders to the incident location.

## MEDICAL EMERGENCY

In a medical emergency, time is of the essence and it is important that 911 and Building Security are called immediately.

In the event of a medical emergency, follow the below steps:

1. Call 911 and provide all relevant information (building address, company name, floor, location, exact type of medical incident, etc.).
2. Notify Building Security at 312-525-8110 and provide the same information.
3. Send a co-worker to the elevator lobby to direct Building Security and First Responders to the incident.
4. Stay with the victim and do not move them unless they are in immediately danger.

Upon notification, Building Security will meet First Responders and provide an escort to the incident location.

## SMOKE/FIRE EMERGENCY

If you discover smoke or a fire, follow the steps below:

1. Call 911 and provide all relevant information (building address, company name, floor, location of fire, etc.).
2. Notify Building Security at 312-525-8110.
3. Notify anyone in the immediate area and instruct them to evacuate the area using the stairwells. Notify your team so response measures can begin.
4. Close doors, if possible and safe to do so, to confine the fire. **NEVER LET A FIRE GET BETWEEN YOU AND THE ONLY ROUTE OF EVACUATION.**
5. Building Management and / or First Responders will activate the emergency communication system. Specific instructions will be provided via the PA System. However, do not wait for instructions if you are in immediate danger. Take appropriate steps to keep yourself and others safe.
6. If smoke is present, stay low. The cleanest air is near the floor.
7. If you find yourself trapped by smoke or fire, call 911 and Building Security and provide your exact location.
8. Listen to the PA Announcement and follow instructions, including directives to relocate to another floor, evacuate, use specific stairwells only, refrain from using elevators, etc.

## EVACUATION

Evacuations can take multiple forms. In the event of an evacuation, follow the below steps:

1. Listen to the PA Announcement for specific instructions. Evacuations can be partial building or full building. Report to the location specified in the announcement.
2. Remain calm. Walk, do not run.
3. Do not take personal items with you.
4. Use stairwells unless otherwise instructed. Check stairwells for smoke or flames before using. Keep hands free while traversing stairwells, and use handrails.
5. Notify Building Security (312-525-8110) of any disabled individuals requiring assistance.
6. Report to your company's pre-determined assembly location.

## SEVERE WEATHER

In severe weather situations, there are usually pre-event warnings and alerts to prepare occupants. Building Management and Security monitor these alerts and track weather conditions in order to keep tenants safe. In the event of a severe weather situation, such as a tornado, the City of Chicago will activate its Emergency Warning System. If this alert is activated, follow these steps:

1. Follow instructions given via the PA System or your floor's Fire Warden.
2. Move away from windows and glass and proceed to your pre-determined shelter location.
3. Severe weather shelter locations should be near the core of the building, such as the stairwells. Additionally, they should avoid windows / glass and should allow quick access to relocate down floors as necessary (i.e. in worsening conditions).
4. Do not use the elevators.
5. Do not evacuate the building, unless instructed.

## SHELTER IN PLACE

Shelter-in-Place responses are most commonly used in response to Workplace Violence incidents (though occupants can be directed to shelter in the event of severe weather or an emergency on the exterior of the building). In the event of a Workplace Violence incident, follow the below steps:

1. If the event is occurring on your floor, move away from the subject and get to safety. This may involve evacuating or sheltering in a secure, lockable, hidden space.
2. When safe to do so, call 911 and notify Building Security.
3. Alert others in the area of the incident.
4. If a Shelter-in-Place directive is given via the PA System, quickly and quietly move to your pre-identified shelter location.
5. Remain sheltered until the All Clear is given.
6. When necessary, follow the Homeland Security Protocol RUN-HIDE-FIGHT.

[http://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](http://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)