

540 West Madison Emergency and Safety Procedures



Please keep this pamphlet at your desk at all times.

540 West Madison Security Services: 312-374-2828

Revised September 2013

Serious water damage can occur from a number of sources such as broken pipes, clogged drains, windows, or construction incidents.

If a Water Leak Occurs:

- Remain calm.
- Notify Security and the Building Management Office to report the exact location and severity of the leak.
- If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area immediately.
- If you know the source of the water and are confident of your ability to stop the flow (i.e. unclog the drain, turn off the water, etc.) then do so.
- Be prepared to assist as directed in protecting objects that are in jeopardy. Take necessary steps to avoid or reduce immediate water damage such as covering objects with plastic sheeting, or moving small or light objects out of danger.

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FLOODING AND WATER DAMAGE

If Someone Becomes Ill or is Injured and Requires Medical Attention:

- Call 911.
- Call Security and advise them of your location and the nature of the victim's illness/injury.
- Unless trained, do not attempt to render any first aid before trained assistance arrives.
- Do not attempt to move an injured person.
- Comfort the victim and reassure them that medical assistance is on the way.
- Be aware of hazards associated with bloodborne pathogens. Do not come into contact with bodily fluids. Wear proper personal protective equipment.
- After the victim's immediate needs have been taken care of, remain to assist security/medical services to provide pertinent information about the incident.
- Notify victim's supervisor.
- Any personnel who might have been exposed to an infectious material should seek medical attention as soon as possible.

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MEDICAL EMERGENCIES

If a Power Outage Occurs On Your Floor:

- Remain calm.
- Call Security and the Building Management Office to advise them of your location and the nature of the problem.
- Assist others in your immediate area who may be unfamiliar with the building/workplace.
- Turn off equipment such as computers and monitors to avoid potential serious damage once the power is restored.
- If you are in a dark area, proceed cautiously to an area that has emergency lights.
- If you are on an elevator, stay calm. Use the emergency intercom button to alert Security.
- Elevators will stop temporarily and return one at a time to the Mezzanine level.
- Walk down the nearest escalator stairs to exit the building should you be instructed to do so.
- If instructed to evacuate the building, proceed cautiously to the designated reassembly areas outside the building, as directed by Police or Fire Department personnel, Security or Building Management.
- Please follow all instructions from your Floor Warden, Security, or Building Management personnel.

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POWER OUTAGE

If a Tornado Warning is Issued:

- An announcement will be made over the Emergency Communication System in the event severe weather conditions make it necessary for employees to move to designated shelter areas.
- Proceed to the interior core of the building. Stairwells and restrooms offer the best protection against flying debris.
- Verify that all employees are accounted for.
- Stay away from windows, mirrors, glass, and large unsecured objects such as filing cabinets.
- **Do Not Use The Elevators.**
- Assist persons with disabilities to the shelter area on the same floor.
- Remain in the shelter area until an "All Clear" has been issued via the Emergency Communication System.
- Please follow all instructions from your Floor Warden, Security, or Building Management personnel.

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TORNADO/SEVERE WEATHER

If a Chemical Spill Occurs:

- If toxic chemicals come into contact with your skin, immediately flush the affected area with water.
- Remove contaminated clothing.
- Call Security immediately.
- If there is a possible danger, evacuate your area.

If a Chemical Fire Occurs:

- Remain calm.
- Call Security and the Building Management Office immediately.
- If the fire is small, you are not exposed to its fumes, and you have received proper training, attempt to put it out with a proper fire extinguisher.
- Never allow the fire to come between you and an exit.
- Evacuate your area if you are unable to put out the fire. Close doors behind you to confine the fire. Proceed to the nearest exit.
- Do not break windows. Oxygen feeds fires. Only break windows as a last resort.
- Do not attempt to save possessions at the risk of personal injury.
- Do not return to the emergency area until instructed to do so by Police or Fire Department officials.
- Please follow all instructions from your Floor Warden, Security, or Building Management personnel.

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CHEMICAL SPILLS/CHEMICAL FIRES

Chemicals, leaking gas, faulty boilers or falling aircraft could all be the cause of life-endangering explosions.

If an Explosion Occurs:

- Remain calm.
- Call 911.
- Call Security and the Building Management Office to advise them of your location and to describe what occurred and what you observed.
- Be prepared for the possibility of further explosions.
- Move to a protected area such as under a table or desk.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, electrical equipment and large, heavy, unstable objects.
- If an evacuation is ordered by Police or Fire Department personnel, proceed to the designated reassembly area for your floor.
- Do not move seriously injured persons unless they are in obvious immediate danger (i.e. fire, building collapse, etc.)
- Open doors carefully and watch for falling objects.
- **Do Not Use The Elevators.**
- Assist persons with disabilities or who appear to need direction or assistance.
- Do not use matches or lighters.
- Use telephones for emergencies only. Remember that others may be calling Security if the phone number is busy. Remain calm and try your call again.
- Prior planning includes being familiar with possible hazards in your building and knowing evacuation routes, and location of fire extinguishers.
- Please follow all instructions from your Floor Warden, Security, or Building Management personnel.

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The following safety procedures will help you avoid dangerous or life threatening situations.

Notification Procedure:

IN CASE OF A FIRE OR OTHER EMERGENCY:

- Call 911.
- Notify Security and the Building Management Office.
- When talking to the dispatcher remain calm and give them the following information:
 - Your name and number.
 - Your exact location including floor, column number, office or cube number if applicable.
 - Type of emergency you are reporting (fire, injury, etc.).
 - Do not hang up until the dispatcher has all the information and hangs up first.

P.A.S.S.:

When using a fire extinguisher remember the acronym "P.A.S.S."

- **Pull** the pin from the extinguisher.
- **Aim** the hose or nozzle at the base of the fire.
- **Squeeze** the handle to discharge entire contents of extinguisher.
- **Sweep** (from side to side) the extinguisher agent across the base of the fire.

Safety Practices:

- Wear your ID Badge at all times.
- Do not allow someone to "tailgate" behind you when entering a secured area.
- All visitors should be instructed on emergency procedures and evacuation routes.
- Do not wedge or block doors open.
- Keep aisles and stairs clear.
- Keep areas around emergency equipment (fire hose, fire extinguishers, emergency phone) clear of obstructions.
- Only smoke in designated areas outside of the building.
- Alert Building Management to unsafe conditions.
- Please follow all instructions from your Floor Warden, Security, or Building Management personnel.

Shelter in Place:

- An announcement will be made over the Emergency Communication System in the event employees need to shelter in place due to an outside threat.
- Stop what you are doing and listen carefully for instructions.
- Stay within your space, keep doors secured, and await further instructions.

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Even in a severe earthquake, you can still take numerous precautionary measures to prevent or minimize injuries or damage to property.

If You are Inside:

- Stay inside.
- Watch for falling objects.
- Move to a protected area such as stairwells or under a table or desk.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, electrical equipment and large, heavy, very unstable objects.
- If an evacuation is ordered proceed to the designated reassembly areas for your floor.

If You are Outside:

- Move to an open area such as plazas or parking lots away from buildings.
- If forced to stand near a building, watch for falling objects and stay away from:
 - Power lines
 - Street light fixtures
 - Trees
 - Utility poles
 - Signs

If You are in a Vehicle:

- Stop your vehicle in the nearest open area.
- Stay in your vehicle until the tremors have subsided.

After the Earthquake:

- Remain calm.
- Be prepared for aftershocks.
- If evacuation is ordered, proceed to the nearest clear exit.
- **Do Not Use The Elevators.**
- Do not move seriously injured persons unless they are in danger.
- Open doors carefully.
- Watch for falling objects.
- Do not use matches or lighters.
- Use telephones for emergencies only. Remember that others may be calling Security if the emergency number is busy.

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EARTHQUAKE

If You Discover Fire or Smoke

REMEMBER C.A.L.M.

- **Call:** 911 First.
 - **Alert:** Building Management / Security / Co-workers.
 - **Listen:** For instructions over the public address system.
 - **Move:** To a safe area or evacuate if you are in immediate danger. If not, stay where you are.
- If leaving a room, feel the door with the back of your hand before opening it and do not open any door that feels hot.
 - Do not return to your area for personal belongings.
 - If smoke is present, stay low. The best air quality is near the floor.
 - If you are in an elevator when the alarm sounds, do not push the "emergency stop" button.
 - Return to the building only when instructed by Security, Police or Fire Department officials.

If You Catch on Fire:

DO NOT RUN!!!

- **STOP** where you are,
- **DROP** to the ground, and
- **ROLL** over and over to smother the flames.

If You are Trapped in Your Office/Room:

- If possible, wedge wet towels or cloth material along the bottom of the door to keep out smoke.
- Try to close as many doors between you and the fire as possible.
- Use telephone to notify Security of your problem and location.
- If you are trapped in an area and need oxygen, only break the window as last resort.
- Use caution when breaking the window.

Response to Audible Fire Alarms:

- If the audible alarm sounds and/or emergency strobes begin to blink, assemble near the closest stairwell and wait further instructions.
- **Do Not Use The Elevator.**
- Assist persons with disabilities or who appear to need direction or assistance.
- If someone needs additional assistance please alert Security as to the location and condition of the disabled person.
- Leave all personal belongings and packages behind.
- Return to the building only when instructed by Security, Police or Fire Department officials.

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FIRE

Suspicious packages and envelopes can take many forms.

If You Suspect a Bomb:

- Call Security immediately.
- Do not touch or smell.
- Keep others away.

If You Suspect a Biohazard or Chemical Material:

- Call Security immediately.
- Keep others away.
- Do not touch package.

Item is Suspicious, But Threat is Unknown:

- Call Security and advise them of the item and its location.
- Isolate the suspicious item.
- Make your supervisor immediately aware of item.

If You Find an Open Suspicious Package:

- Do not touch the package.
- Call Security and advise them of the incident.
- Make sure your supervisor is aware of the incident.
- Secure the area and do not allow entry.
- Any employee who had direct contact with the package should wash their exposed skin with soap and water.
- Wait for Security to arrive and follow their directions.
- Advise Security of persons in the area during the time the package was discovered.

Characteristics of Suspicious Packages and Envelopes:

- A powdery substance on the outside.
- Unexpected or from someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or names, or misspelling of common words.
- Addressed to someone no longer with your organization.
- No return address or one that cannot be verified as legitimate.
- Unusual weight given size, is lopsided or oddly shaped.
- Unusual amount of tape, string or other wrapping material.
- Unusual markings.
- Strange odors or stains.
- Electrical wire or tin foil.
- Address not consistent with postmark.

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Here are a few suggestions on what you can do to prevent crime in your area or being the victim of a crime.

In Your Office:

- Lock up your valuables even if you are just going down the hall. It takes a thief less than 10 seconds to enter a room and steal your property.
- When entering a secure area, do not let someone "tailgate" in behind you.
- Make individuals unknown to you present their I.D. at the card reader to confirm access authorization.
- Do not leave messages on your door indicating that you are away and when you will be back.
- Do not put your home address on your keys and do not leave your keys in a "special" hiding place in your office.
- Call Security to report any suspicious persons or activities.

When Walking:

- Be aware of your surroundings at all times.
- Walk with confidence and project a no-nonsense image.
- Avoid walking alone at night. Walk with a co-worker or call Security.
- If confronted by an attacker, defend yourself accordingly and try to draw attention to your situation.

Parking Areas:

- Have your car key ready to open door.
- Look into your car before entering.
- Lock doors, roll up windows and fasten seatbelts before starting your car.
- Call Security if you observe any suspicious activity.

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PREVENTING CRIME

In the event of a fire or other building emergency, the alarm system and strobe lights will be activated and an audible alarm will be emitted from the alarm system speakers. The audible alarm will be followed by an announcement giving you specific evacuation instructions.

Evacuation Procedures:

If you are instructed by the an emergency announcement to evacuate the floor or building:

- Remain calm.
- Do not take personal items with you and close doors behind you.
- Use stairways to exit the floor and listen to the Emergency Response Team personnel or the Emergency Communication System announcement for specific evacuation instructions.
- Assist persons with disabilities or who appear to need direction or assistance. If someone needs additional assistance, please alert Security as to the location and condition of the disabled person.
- Walk, do not run. Stay to the right and remove high heeled shoes.
- **Do Not Use The Elevators.**
- It is imperative that you "check-in" with your Emergency Floor Warden at the reassembly area so they can account for your whereabouts.
- Assist your Emergency Floor Warden and Security by determining if all persons from your area are accounted for.

Rule of 8 Evacuation:

- The Rule of 8 Evacuation is used when the emergency is located on one floor.
 - The floor where the emergency is located will evacuate eight floors down.
 - The two floors above the emergency floor will evacuate eight floors down.
 - The five floors below the emergency floor will evacuate eight floors down.
- Re-enter the building eight floors down and await further instructions.

Full Evacuation

A full building evacuation may be used when the emergency involves more than one floor. Chicago Fire and/or Police Department will decide to call for a full building evacuation.

- Occupants should evacuate down to the ground level and exit out of the doors clearly marked "EXIT".
- Always know your evacuation routes and off site reassembly areas.

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EVACUATIONS

Telephone bomb threats can be received by any person at anytime, but usually will be received by security, a main switchboard operator or person in a sensitive area. Mail bombs or bomb threats may be received by a number of means including standard mail, package delivery service or truck.

If You Receive a Telephone Threat:

- Remain calm.
- Keep the caller on the line as long as possible. Listen carefully. Note the time of call and telephone number it came in on.

Ask the caller the following questions:

- Where is the bomb?
- When will it explode?
- What does the bomb look like?
- What kind of bomb is it?
- What is the caller's name and motive for placing the bomb?
- Are you an employee?
- Write down any pertinent information such as background noises, gender of caller, and voice pitches and patterns.
- Call Security immediately.

If You Receive a Written Threat or Parcel:

- Remain calm.
- Notify Security immediately.
- Do not attempt to open.
- Do not place the article in water or a confined space such as a desk drawer.
- Keep anyone from handling it or going near it.
- Do not use a portable radio or cell phone.
- Write down everything you remember about the letter or parcel.
- Save all packing materials.

Always err on the side of safety. If you feel that the parcel may indeed be an explosive device, calmly alert individuals in your area to leave quietly and contact Security immediately.

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BOMB THREATS

**Be calm. Be Courteous. Listen—do not interrupt the caller.
Notify Security at 374-2828 while still on the line if possible.**

Date: _____ Time: _____

Exact Words of Caller: _____

Caller: Male Female Juvenile Age _____

Voice: Loud Soft Raspy Deep
 High Pitched Other _____

Speech: Fast Slow Distinct Slurred
 Stutter Distorted

Accent: Local Foreign Nationality _____

Manner: Calm Angry Laughing Intoxicated
 Coherent Nervous Irrational Emotional

Language: Excellent Fair Foul
 Good Poor

Background: Machines Music Trains Animals

Noises: Machines Music Trains Animals
 Planes Party Noises Mixed Quiet
 Traffic Noises Other _____

Pretend to have difficulty hearing. Try to keep the caller talking. If the caller seems agreeable to keep talking, ask these questions:

When is the bomb set to go off? _____

Where is the bomb? _____

What type of bomb is it? _____

What does it look like? _____

Why did you place it? _____

What is your name? _____

Did the caller sound familiar and/or familiar with the building? Yes No

If so, why? _____

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BOMB THREATS CHECKLIST

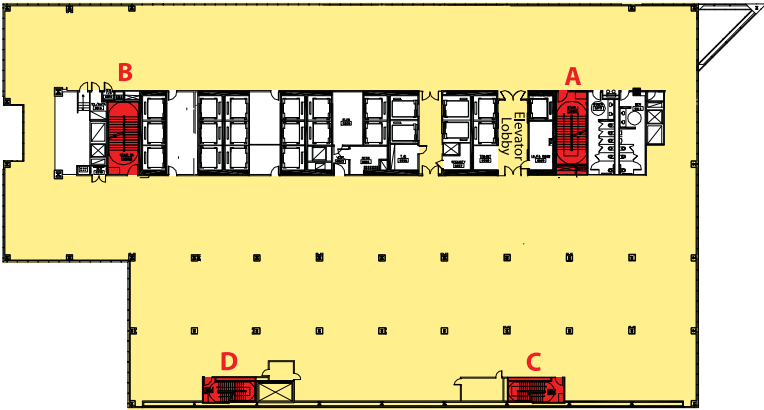
LEGEND

My predetermined reassembly location is:



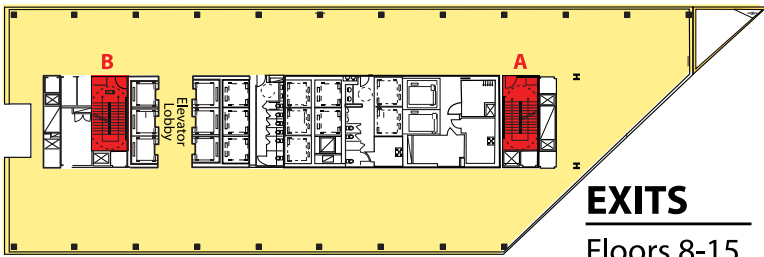
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540 West Madison Typical Floor Plans



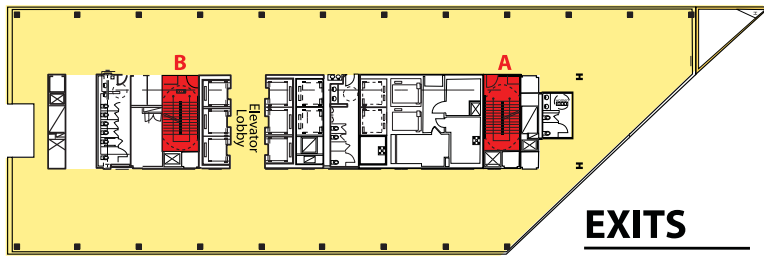
• Stairwells A, B, C, D

EXITS: Floors 3-5



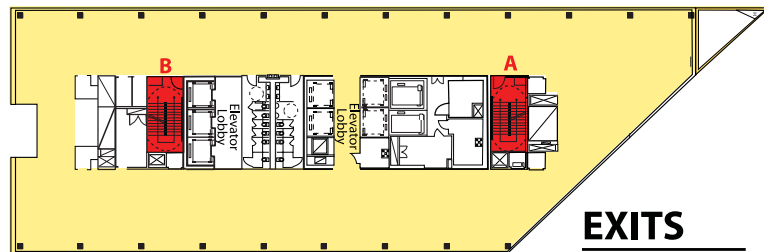
EXITS

Floors 8-15



EXITS

Floors 16-23



EXITS

Floors 24-28

• Stairwells A & B

Know where your exits are located.