

77 West Washington Emergency Evacuation Plan

SMOKE OR FIRE IN YOUR AREA

1. **Call 911** if conditions allow. Give the dispatcher your actual street address (77 W. Washington, not Chicago Temple Building), floor and suite number, and if possible a brief description of the problem.
2. If the fire is small, you may attempt to use a fire extinguisher to put the fire out. If one extinguisher does not control the fire, do not attempt to use a second.
3. **Leave the area.** Close the door, leaving it unlocked.
4. **Alert occupants of adjacent areas, if possible.** **Call 911** from that area if not already done and **call the lobby** to activate building staff response.
5. Proceed to your closest exit stairwell (North or South) and **descend below the area of the fire or as directed.**

SMOKE IN THE HALLWAY

1. **Call 911.** Give the dispatcher your street address (not a vanity address), floor and suite number, and if possible a brief description of the problem.
2. Call the lobby to activate building staff response.
3. **Feel the door for heat** with the back of your hand. Do not open the door if heat is detected.
4. If the door is cool, brace your shoulder against the door and **open it slightly** to check for conditions in the hall.
5. If in your opinion the hallway is tenable, **proceed to the nearest exit stairwell**, alerting neighboring occupants as you go. Descend as directed or to a level you feel is below the problem.

HEAVY SMOKE OR FLAMES IN THE HALLWAY

1. **Close the door.**
2. **Call 911** to notify the Fire Department of your situation. Give the dispatcher your floor and suite number, and report your situation and the conditions you observed.
3. **Seal the doorway** cracks with wet towels.

TOTAL BUILDING EVACUATION

Do not use the elevators in any evacuation!

Normal evacuation procedures in a high rise building are usually referred to as a partial evacuation, where building occupants descend a directed number of floors and enter the elevator lobby at that level. **Under unusual circumstances**, a total building evacuation may be required. This will most likely be initiated by emergency personnel.

Occupants will be notified to proceed to stairwells and descend to the lobby level. From there they will proceed to their predetermined area. Those who are unable to descend to the lobby will **Call 911** to make emergency responders aware of their situation.

October 2, 2012

RE: Emergency Evacuation Need for Assistance Form

Dear Tenants:

The Office of the Building respectfully requests you to use the bottom half of this letter to allow for your employees to self-identify themselves as needing assistance during an emergency. Please return completed forms by no later than Friday, October 5, 2012.

Emergency Evacuation Need For Assistance Form

Pursuant to Chapter 13-78 / Chapter 4.2 of the Municipal Code of The City of Chicago, we have developed this venue for persons who wish to VOLUNTARILY identify themselves the need for special assistance during emergency evacuation.

During an emergency evacuation of my employment area,

(PLEASE PRINT OR TYPE, the following information)

I _____ Employed by: _____

am requesting evacuation assistance should an emergency occur during my normal work hours of

_____. My normal workstation is located on _____ floor on the

_____ side of the building. The type of assistance I will need is:

My work phone number is: _(_____)_____

Names of **two** persons who volunteer to assist you:

1. _____ Phone: _____

2. _____ Phone: _____

Signed: X _____ Date: _____