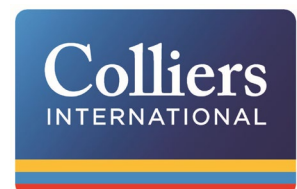


TENANT HANDBOOK



CHICAGO TEMPLE BUILDING 77 W WASHINGTON



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IMPORTANT FORMS



I. MOVE-IN INFORMATION



I. MOVE-IN INFORMATION



In preparation for your move to Chicago Temple Building we have included the following checklist of forms and other information required by the Management Office. These forms, as well as other forms you will need over the life of your tenancy, can be found in Section VII of this manual.

When using forms, please keep one copy for you and return the original to the Management Office.

It is required that you complete the following forms and return them to the Office of the Building prior to your scheduled move-in. If you have any questions, please contact the Office of the Building at 312-236-5050.

FORMS REQUIRED PRIOR TO MOVE-IN

- ☐ Move-In Day Information
- ☐ Key Distribution
- ☐ Authorized Individuals & After-Hours Emergency Contact List
- ☐ Emergency Evacuation Team (EET)
- ☐ Physically Impaired Individuals
- ☐ Emergency Procedures Acknowledgement

An Explanation of Forms For Your Move-In

MOVE-IN DAY INFORMATION

This form requests information regarding your move-in day. If there are any changes, please notify our office as soon as possible. We want to ensure that there will be no scheduling conflicts and that all the proper information has been received.

TENANT AFTER-HOURS ACCESS

This form lists all employees in your firm and indicates those who have 24-hour access to the building as well as those who have access to after-hours HVAC. Tenants will also be issued key cards to use after hours and on weekends when entering the building.

KEY DISTRIBUTION

The Office of the Building keeps a list of all persons holding keys to your office suite. Please complete this form upon move-in and remember to alert the Management Office, as well as retrieve suite keys, when employees holding keys leave or are terminated. Please see "Tenant Service Rates" for key and lock fees.

AUTHORIZED INDIVIDUALS & AFTER HOURS EMERGENCY CONTACT LIST

These lists will be used by security in the case of property removal questions, after-hours emergencies or after-hours access into the building. Security will only allow the desired action to take place with the approval from an authorized individual.

FLOOR RESPONSE TEAM

This form designates individuals from your staff who will serve as floor wardens in the event of a building emergency.

PHYSICALLY IMPAIRED INDIVIDUALS

Please list those individuals who may need assistance in case of fire, earthquake or other emergency.

EMERGENCY PROCEDURES ACKNOWLEDGEMENT

Complete this form to acknowledge receipt of the Emergency Procedures information found in this manual.



Pertinent Information For Your Move-In

MOVING INSURANCE

When moving into Chicago Temple Building your moving company **must** be an union member and will be required to provide a Certificate of Insurance with coverage for General Liability, Worker's Compensation and Auto Liability as specified on attached Exhibit A, "Insurance Requirements".

Colliers International, Inc., First United Methodist Church of Chicago Aid Society are to be named as additional insureds and Colliers International. as the Certificate holder. An Additional Insured Endorsement (Form B, see attached exhibit A) must be provided as part of but separate from the Certificate in order for it to be acceptable. For your convenience, a sample Certificate of Insurance with Endorsement form is attached.

Once completed, the insurance information may be faxed to 312-236-7386. Please mail the original to:

**Colliers International
77 W. Washington Street
Suite 300
Chicago, IL 60602**

MOVE-IN HOURS

We request that your move be scheduled after 6:00 p.m. Monday through Friday, Saturday before 5p.m. and Sunday after 2p.m. You must contact the Office of the Building to ensure the dates you want to move in are available for freight access.



Pertinent Information For Your Move-In (Continued)

CITY OF CHICAGO BUSINESS USE & OCCUPANCY PERMIT:

To operate a business in the City of Chicago, you will most likely need a City of Chicago Business License. Licensing allows the City to ensure the safety of the public and the integrity of local businesses. *Most businesses are not required to have a license in Chicago; however, each tenant is required to have a Use and Occupancy permit. This permit may be obtained from the Chicago Department of Business Affairs & Licensing at:*

City Hall
121 N. LaSalle St.
Chicago, IL 60602-1288
(312) 74-GOBIZ (744-6249)
Hours of operation are Monday – Friday, 8:00 A.M. – 5:00 P.M.

TELEPHONE COMPANY:

AT&T
(800) 661-2705

TELEPHONE SERVICES:

IMG Technologies
Customer Service: (888) 464-5520
Or Via Email: imgservice@imgtechnologies.com

CHICAGO POST OFFICE:

211 S Clark St
Chicago, IL 60604-9998
Phone: (800) ASK-USPS
Fax: (312) 427-4140



Move-In Checklist

Please refer to the following checklist, provided for your convenience, to ensure a smooth transition to your new offices.

- ❑ Order new stationery, envelopes and business cards with new address and contact numbers .
- ❑ Contact your Telephone Service Provider to order your phone/internet services to your suite. Also contact IMG Technologies (building's riser management) (888) 464-5520 or via email imgservice@imgtechnologies.com to coordinate the extending of the lines from the basemet to your suite.
- ❑ Notify the post office of your change of address
- ❑ Send a change of address card or note to clients, vendors and friends
- ❑ Complete required forms, keep a copy for yourself and return the original to the Colliers International. Management Office.
- ❑ Furnish your moving company with a copy of the Moving Company Guidelines included in this manual.

II. OFFICE OF THE BUILDING



II. OFFICE OF THE BUILDING



IMPORTANT NUMBERS

Management Office:

77 W. WASHINGTON STREET
SUITE 300
T (312) 236-5050
F (312) 236-7386

BUSINESS HOURS & HOLIDAYS

Office Hours:

8:00 A.M. - 5:00 P.M.
Monday – Friday

Office of the Building Holidays:

January 1, 2019	New Year's Day
January 21, 2019	Martin Luther King Jr. Day
February 18, 2019	President's Day
May 27, 2019	Memorial Day
July 4, 2019	Independence Day
September 2, 2019	Labor Day
November 28, 2019	Thanksgiving Day
November 29, 2019	Friday Day After Thanksgiving
December 24, 2019	Christmas Eve
December 25, 2019	Christmas Day
December 31, 2019	New Year's Eve

BUILDING HOURS

Building Standard Hours:

8:00 a.m. - 6:00 p.m.	Monday - Friday
9:00 a.m. - 1:00 p.m.	Saturday

MANAGEMENT STAFF

Management Office Staff:

Chrsi Hawxhurst	Real Estate Manager
Carrie Williamson	Real Estate Property Administrator

III. BUILDING OPERATIONS



III. BUILDING OPERATIONS

BUILDING ACCESS

After-Hours Sign In/Out

All persons entering and leaving the building during non-business hours (7p.m. – 1:00 a.m. M-F, All day on weekends & Holidays) to sign in and out at the security desk. In the event of an emergency we need to account for anyone in the building.

After-Hours HVAC

Persons seeking after-hours HVAC need to send written notification to the Office of the Building. Your company will be billed accordingly each month.

BUILDING SECURITY

Security Hours

6:00a.m. – 1:00a.m.
Monday-Friday

24 hours
Saturday - Sunday

Security Phone Number

(312) 236- 5050

During normal business hours, all security assistance calls or questions should be directed to the Office of the Building at (312) 236-5050.

After-Hours Security

All **after-hours** security assistance calls should be directed to:
(312) 236- 5050



GENERAL SAFETY GUIDELINES

For your safety, your cooperation is asked in observing the following building safety guidelines:

1. Notify the Office of the Building of loiterers or suspicious persons in corridors or restrooms. Please be prepared with a description.
2. Turn away all solicitors and report solicitors to the Management Office.
3. Always lock your suite when there is no one in the office –even if you have just stepped out for a quick moment.
4. Always remember to take your suite keys with you when you leave the premises.
5. Keep corridor doors closed at all times.
6. Do not leave personal valuables unguarded in reception areas, on desk tops or in unlocked drawers.
7. Refrain from using the stairways when alone except in emergency situations.
8. Notify the police and the Office of the Building of any crimes.
9. Collect keys from employees who have resigned or have been terminated from your firm.
10. Copy and distribute these general guidelines to your entire office staff.

BUILDING MAINTENANCE

Building Engineers are on duty everyday from 7:00 a.m.-9:00p.m. They are here to maintain building operations and to provide standard building maintenance. A designated office contact should be the person to place all maintenance requests.

Urgent Requests

Please have your Office Manager notify the Office of the Building of any URGENT maintenance or repair requests, or requests requiring immediate attention (i.e. burned out light bulbs, temperature control, etc. We will have a building dayporter or a building engineer assist you as soon as possible.

OFFICE OF THE BUILDING: (312) 236-5050

When requesting Maintenance, please be prepared to provide the following information:

1. Your name, company name and suite number
2. Contact phone number



3. Clearly identify the nature and location of the problem



JANITORIAL SERVICE

Janitorial service is provided weekday evenings after normal business hours. Routine office cleaning includes vacuuming, dusting and emptying wastebaskets. Service to your suite will commence on the first regular service day after your move-in unless you have requested otherwise.

As a reminder, please do not place any object near or against trash receptacles if the material is not to be thrown away. For your convenience, trash/basura signs are available in the Office of the Building to designate boxes or other items for disposal.

Please note that the janitorial crew will NOT dust any computer equipment, including terminals, hard drives or keyboards; nor will they vacuum or dust near computer cables or wires. This is for your protection to avoid disrupting any sensitive computer equipment.

Special Requests

If you have any special requests or require emergency janitorial assistance, please direct your request to:

OFFICE OF THE BUILDING: (312) 236-5050

DAYPORTERS

Dayporters are on duty during normal business hours (7a.m.-4p.m.) to keep the lobbies, corridors, restrooms and building perimeter clean during working hours. If you observe a janitorial problem in any of these areas or otherwise, please call our office so that we may immediately dispatch a dayporter.

OFFICE OF THE BUILDING: (312) 236-5050

VENDOR REGULATIONS

When arranging for services provided by an outside vendor for work in individual office suites, tenants and their vendors are asked to please comply with the following guidelines:

- Inform the Office of the Building : **(312) 236-5050**.
- A vendor shall be permitted access to the building only pursuant to the request of the tenant and only for the purpose of direct deliveries to the specified suite.



- Vendor must be a union member
- Tenant's outside vendors are allowed access to the building during normal business hours. Vendors requiring after-hours access will only be admitted if tenant has completed a **Visitor Access Request Form** (found in Section VII of this Manual).
- Vendors may not solicit work from other tenants in the building.
- Vendor must provide a Certificate of Insurance covering General Liability, Worker's Compensation and Auto Liability in the amount of one million dollars.
- Colliers International, First United Methodist Church of Chicago Aid Society must be named as Additional Insureds and Certificate Holder. An **Additional Insured Endorsement Form** (found in Section VII of this Manual) must be included as part of, but separate from, the Certificate of Insurance in order for it to be acceptable. A copy of the certificate may be faxed to the Office of the Building at (312) 236-7386. Please mail the original copy to:

**Colliers International
77 W. WASHINGTON STREET
SUITE 300
CHICAGO, IL 60602**

If you have any questions regarding the above requirements, please feel free to call the Office of the Building.

RENT PAYMENT INFORMATION

Rent payments are due according to the terms set forth in your lease agreement. All rent payments should be delivered/mailed to:

**FUMC of Chicago Aid Society
c/o Colliers International
77 West Washington, Suite 300
Chicago, IL 60602**

Please make your checks payable to **FUMC of Chicago Aid Society**. The return address will appear on the remittance portion of the rent statement. It is important that this remittance portion accompany your check. This will ensure the proper crediting to your account.

Other important points of reference to ensure the proper processing of your check:



- Please include the lease identification number on your check.
- Indicate the amount being paid and the check number on the remittance.
- Notify the Office of the Building in writing of any billing address changes.

If you have any questions, please do not hesitate to call the Office of the Building at (312) 236-5050.



MAIL & OTHER DELIVERIES

Incoming Mail

All incoming mail should be addressed as follows:

Tenant Name
Building Name
Street Address & Tenant Suite Number
City, State and Zip

Please notify all client contacts and other business associates of your proper mailing address.

U.S. Mailbox Locations

An outgoing mail slot is also located on every floor for your convenience as well as in the lobby. A UPS drop box is located on the 4th floor in the elevator lobby. FedEx packages can be left with security in the lobby.

Pick-Up/Delivery Hours

Mail delivery, distribution and pick-up hours are determined by the U.S. Postal Service and are as follows:

Mail is delivered to your suite Monday-Saturday.



Last Pick-Up 3:45pm

Express Mail Service

Federal Express

Can be left at the security desk.

UPS

There is a UPS box located in the **4th floor** elevator lobby.

Oversized Deliveries

All oversized deliveries should be scheduled through the Office of the Building
(312) 236-5050.

RECYCLING

Recycling is one of the most pressing issues of the new decade. The Office of the Building is eager to ensure that our building tenants and we do our part to help extend the life of current landfill areas. With that in mind, we have established a convenient recycling program in the building.

For more information about recycling please call the Office of the Building at
(312) 236-5050.

SMOKING

In compliance with State Law, smoking is prohibited inside the building. On January 16, 2006 the City of Chicago passed an ordinance prohibiting smoking in all enclosed workplaces (including restrooms, vacant spaces and stairwells) and within 15 feet of the entrance to enclosed public places.

The Department of Public Health will be monitoring compliance with the ordinance during routine inspections and will also respond to complaints made to 311. Individuals who are smoking in areas prohibited by the ordinance are guilty of an infraction punishable by fines up to \$100.

For more information visit the City's website at www.cityofchicago.org

SOLICITORS

Chicago Temple Building has adopted a "No Solicitors" policy. Please notify the Office of the Building at (312) 236-5050 of any solicitors on the premises. Also please be prepared with a physical description.



IV. BUILDING RULES & REGULATIONS



IV. BUILDING RULES & REGULATIONS



Tenant shall faithfully observe and comply with the following Rules and Regulations:

1. Tenant shall not make any room-to-room canvas to solicit business from other tenants in the Building and shall not exhibit, sell or offer to sell, use, rent, or exchange any items or services in or from the premises unless ordinarily included within Tenant's use of the Premises as specified in the Lease
2. Tenant shall not make any use of the premises, which may be dangerous to person or property or which shall increase the cost of insurance or require additional insurance coverage.
3. Tenant shall not paint, display, inscribe or affix any sign, picture, advertisement, notice, lettering or direction or install any lights on any part of the outside or inside of the Building, other than the Premises, and then not on any part of the inside of the premises which can be seen from the outside of the Premises, except as approved by Landlord in writing.
4. Tenant shall not use the name of the Building in advertising or other publicity, except as the address of its business, and shall not use pictures of the Building in advertising or publicity.
5. Tenant shall not obstruct or place objects on or in sidewalks, entrances, passages, courts, corridors, vestibules, halls, elevators and stairways in and about the Building. Tenant shall not place objects against glass partitions or doors or windows or adjacent to any open common space which would be unsightly from the Building corridors or from the exterior of the building.
6. Bicycles shall not be permitted in the Building other than in locations designated by Landlord.
7. Tenant shall not allow any animals, other than Seeing Eye dogs, in the Premises or the Building.
8. Tenant shall not disturb other tenants or make excessive noises, cause disturbances, create excessive vibrations, odors or noxious fumes or use or operate any electrical or electronic devices or other devices that emit excessive sound waves or are dangerous to other tenants of the Building of that would interfere with the operation of any device or equipment or radio or television broadcasting or reception from or within the Building or elsewhere, and shall not place or install any

projections, antennae, aerials or similar devices outside of the Building or the Premises.

9. Tenant shall not waste electricity or water and shall cooperate fully with Landlord to assure the most effective operation of the Building's heating and air conditioning and shall refrain from attempting to adjust controls except for the thermostats within the Premises. Tenant shall keep all doors to the Premises closed.
10. Unless Tenant installs new doors to the Premises, Landlord shall furnish two sets of keys for all doors to the Premises at the commencement of the Term. Tenant shall furnish Landlord with duplicate keys for any new or additional locks on doors installed by Tenants. When lease is terminated, Tenant shall deliver all keys to the Landlord and will provide to Landlord the means of opening any safes, cabinets or vaults left in the Premises.
11. Except as otherwise provided in the Lease, Tenant shall not install any signal, communication, alarm or other utility service system or equipment without the prior written consent of Landlord.
12. Tenant shall not use any draperies or other window coverings instead of or in addition to the Building standard window coverings designated and approved by Landlord for exclusive use throughout the Building.
13. Landlord may require that all persons who enter or leave the Building identify themselves to watchmen, by registration or otherwise. Landlord however, shall have no responsibility or liability for any theft, robbery or other crime in the Building. Tenant shall assume full responsibility for protecting the Premises, including keeping all doors to the Premises locked after the close of business.
14. Tenant shall not overload floors; and Tenant shall obtain Landlord's prior written approval as to size, maximum weight, and routing location of business machines, safes, and heavy objects. Tenant shall not install or operate machinery or any mechanical devices of a nature not directly related to Tenant's ordinary use of the premises.
15. In no event shall Tenant bring into the Building inflammables such as gasoline, kerosene, naphtha and benzene, or explosives or firearms or any other articles of an intrinsically dangerous nature.
16. Furniture, equipment and other large articles may be brought into the Building only at the time and in the manner designated by the Landlord. Tenant shall furnish Landlord with a list of furniture, equipment and other large articles which are to be removed from the Building; Landlord may require permits before allowing anything to be moved in or out of the Building. Movements of Tenant's property into



or out of the Building and within the Building are entirely at the risk and responsibility of Tenant.

17. No person or contractor, unless approved in advance by Landlord, shall be employed to do carpentry, painting, electrical, janitorial work, interior window washing, cleaning, decorating, or other similar services in the Premises.
18. Tenant shall not use the Premises for lodging, cooking (except for microwave reheating and coffee makers) or manufacturing or selling any alcoholic beverages or for any illegal purposes.
19. Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
20. Tenant shall cooperate and participate in all reasonable security programs affecting the building.
21. Tenant shall no loiter, eat, drink, sit or lie in the lobby or other public areas in the Building. Tenant shall not go onto the roof of the Building or any other non-public areas of the Building (except the Premises), and Landlord reserves all rights to control the public and non-public areas of the Building. In no event shall Tenant have access to any electrical, telephone, plumbing or other mechanical closets without the Landlord's prior written consent.
22. Tenant shall no use the freight or passenger elevators, loading docks or receiving areas of the Building except in accordance with regulations for their use established by Landlord.
23. Tenant shall not dispose of any foreign sustances in the toilets, urinals, sinks or other washroom facilities, nor shall Tenant permit such items to be used other than their intended purposes; and Tenant shall be liable for all damage as a result of a violation of this rule.



V. AMENITIES



V. AMENITIES

BUILDING AMENITIES & SERVICES

Use this section to list any amenities or services that are unique to your property. These might include things such as:

- On-site Conference Room for use by tenants at \$20.00 per hour with a 2 hour minimum.
- ATM Machine and Banking services on-site
(BMO Harris Bank)
- Coin shop located on 1st Floor, Entrance on Clark St.
- Drop-box serviced by UPS, located on the 4th floor.
- Close proximity to Thompson Center, Daley Plaza, State Street shopping and a host of shops and restaurants



VI. EMERGENCY PROCEDURES



VI. EMERGENCY PROCEDURES

OVERVIEW



The Ownership and Management of Chicago Temple Building take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, this Emergency Procedures Manual was developed.

While the Fire/Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of a fire, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with these procedures. If you have any questions regarding these procedures or any of the Fire & Life Safety systems in place in Chicago Temple Building please contact the Office of the Building at (312) 236-5050.

EMERGENCY PHONE NUMBERS

Emergency:	911
Fire Department:	911
Police Department:	911
Management Office:	(312) 236-5050

FLOOR RESPONSE TEAM

At the time of move-in, each tenant is asked to complete the **Emergency Evacuation Team Form** (found in Section VII of this Manual) designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons are no longer able to perform the outlined duties of emergency personnel.

While the Office of the Building may periodically host Emergency Evacuation Team (EET) training, the general responsibilities are outlined here. It is the responsibility of all EET personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

There are six primary EET positions. They are:

- **Floor Warden** – Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions.

Each tenant should designate an alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.

- **Assistant Floor Warden**- Will assume the responsibilities of the Floor Warden in his/her absence. Therefore, the Assistant Floor Warden must have and maintain a complete knowledge of the Floor Wardens responsibilities.
- **Stairwell Monitor** – At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.
- **Elevator Monitor** – Is positioned at elevator banks and ensures that no one uses the elevators during an emergency.
- **Searcher** – After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind.
- **Assistant to the Physically Impaired** – Assists any handicapped individuals during an emergency and/or building evacuation.

FLOOR WARDEN RESPONSIBILITIES

Each member of the building's EET has an extremely important job to perform in the event of an emergency. Each EET designee should become familiar with the following duties.

Floor Warden

- Appoints personnel to the emergency team and fills all vacant positions
- Maintains an updated roster of Floor Response Team personnel





- Keeps Office of the Building updated on any changes in Floor Response Team personnel
- Alerts Floor Response Team designees of potential emergencies
- Supervises the activities and training of Floor Response Team
- Responsible for informing and training Floor Response Team in emergency procedures
- Ensures that Floor Response Team know their assigned duties and locations in case of an emergency
- Pre-plans the handling of physically impaired personnel during evacuation
- Responsible for the evacuation of Floor Response Team
- Responsible for notifying Elevator Monitor to evacuate

ASSISTANT FLOOR WARDEN RESPONSIBILITIES

Duties

- Report to the floor's command post at the elevator lobby
- Assist in evacuation as directed by the Floor Warden, or assume the position of Floor Warden in his/her absence.

STAIRWELL MONITOR RESPONSIBILITIES

Duties

- Takes position at assigned exits and assists in the evacuation of all personnel
- Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation
- Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell

- Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation
- Remains at exit until Searchers have cleared all personnel for the floor

ELEVATOR MONITOR

Duties

- Under the supervision of the Floor Warden, Elevator Monitors are responsible for ensuring that no one uses the elevators during an emergency.
- Is positioned at the elevators and directs employees to the nearest stairway
- Must be familiar with the building's emergency procedures and the location of all stairwells
- Remains at designated post until instructed to evacuate by the Floor Warden

SEARCHER

Duties

- Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc.
- Check all rooms including restrooms, conference rooms, reception areas, offices and remote areas.
- Close, but do not lock, all doors after you have determined that the room has been evacuated.
- Place a "searched" sticker or note on doors at knee height to indicate a room has been searched and evacuated. (In the event of



an actual fire, the floor may be filled with smoke by the time firemen reach it and the lower the "searched" sticker is placed the easier it will be for them to see it.)

- Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
- Evacuates non-employees found on the floor.
- Must be familiar with the building's emergency procedures and the location of all stairwells

ASSISTANT TO THE PHYSICALLY IMPAIRED

Duties

- Under the supervision of the Floor Warden, the Assistant to the Physically Impaired is responsible for the safe evacuation of any physically impaired personnel.
- Maintains an up-to-date list of impaired employees.
- Moves all wheelchair bound personnel to the stairwell area and waits with them until emergency personnel arrive.



FIRE

IF A FIRE IS DISCOVERED INSIDE YOUR SUITE

1. Advise others and move everyone away from the fire
2. Confine the fire by closing all doors in the area
3. Notify the Fire Department (911) and provide the following information:

- Building Name: **Chicago Temple Building**
- Building Address: **77 W. Washington Street**
- **Nearest Cross Street**
- **Suite Number or Exact Location of Fire**
- **Your call back number**

NOTE: Do not hang up until the Emergency Operator does so.

4. Notify the Office of the Building:
(312) 236-5050
5. Attempt to extinguish the fire only under the following conditions:
 - If the fire is small and can easily be extinguished.
 - You are familiar with the operation of an extinguisher and it can be done safely.
 - You have someone with you.
 - You have your back facing an exit.
6. Proceed to the nearest exit to evacuate. Exit via stairwells; do not use the elevators.
7. Once outside the building, move to a safe refuge area away from the building and Fire Department operations.

NOTE: FIRES NEED FUEL, HEAT AND OXYGEN TO SURVIVE. YOU CAN REDUCE OR EXTINGUISH FIRE BY REMOVING ANY ONE OF THESE ELEMENTS. FOR EXAMPLE, CLOSE DOORS AND USE EXTINGUISHER TO REDUCE OXYGEN, THROW WATER ON THE FIRE TO REDUCE HEAT, AND ELIMINATE FUEL SOURCES BY REMOVING NEARBY PAPER, PLASTICS, AND OTHER FLAMMABLES.

IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE:

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows:

1. Call 911 and provide the following information:

- Building Name: **Chicago Temple Building**
- Building Address: **77 W. Washington Street**
- **Nearest Cross Street**
- **Suite Number or Exact Location of Fire**
- **Your call back number**

NOTE: Do not hang up until the Emergency Operator does so.

2. Call the Office of the Building

- **Report your building number, floor and suite number.**

3. FEEL THE DOOR. If it is hot or warm, DO NOT OPEN IT!

4. CLOSE AS MANY DOORS AS POSSIBLE BETWEEN YOU AND THE FIRE.

5. IF SMOKE ENTERS YOUR SUITE FROM BENEATH THE DOOR, seal the area with a fire blanket, wet towel or other misted material.

6. IF SMOKE IN YOUR SUITE BECOMES UNBEARABLE, break a window for additional oxygen.

7. IF YOUR TELEPHONE STOPS WORKING, display brightly colored material from the window. Wave it to make it more visible to rescuers.

8. DO NOT JUMP!

FIRE SAFETY REMINDERS

1. Post Emergency Phone Numbers for all employees.
2. Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates.
3. In a fire or other emergency, follow the instruction of your designated Floor Warden and other Emergency Personnel.
4. Never use the elevators.
5. While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.
6. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.
7. Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

FIRE PREVENTION TIPS

1. Replace any electrical cord that has cracked insulation or a broken connector.
2. Do not pinch electrical cords under or behind furniture.
3. Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chaffed.
4. Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
5. Turn off or unplug all appliances, including coffee makers and hot plates at the end of each workday.

6. Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
7. Know the locations of fire extinguishers in the building and your work area.
8. Remove trash on a regular basis.
9. Close all doors after working hours.
10. Discard all flammable liquids.
11. Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

FIRE EXTINGUISHER LOCATION & BASIC OPERATION

Following is a list of fire extinguisher locations in the building:

North & South of each corridors on ALL floors inside of the fire hose closets. Some are located in selected offices.

All extinguishers in the building may be used on fires originating from wood, paper, plastic, grease, oil and electricity.

Operating A Fire Extinguisher:

- To open the cabinet, turn the handle and pull open.
- Remember the "P-A-S-S" method for effective fire extinguisher use:
 - P** – Pull the safety pin. This is usually the pin with a string attached.
 - A** – Aim the hose, nozzle or horn at the base of the fire.
 - S** – Squeeze the trigger handle
 - S** – Sweep from side to side and watch for the re-flash of the fire.

NOTE: ALWAYS MAINTAIN A THREE-FOOT CLEARANCE AREA AROUND FIRE EQUIPMENT. ONCE THE EQUIPMENT HAS BEEN USED, DO NOT TRY TO RE-HANG IT, EVEN FOR A FEW SECONDS. USED EXTINGUISHERS SHOULD BE SERVICED IMMEDIATELY!

EARTHQUAKES

Earthquake Preparedness

While the office building is structurally designed to minimize earthquake damage, it is wise for all occupants to be well prepared as well as keenly aware of the earthquake emergency procedures.

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event of an earthquake:

- ❑ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- ❑ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- ❑ Heavy work gloves
- ❑ Hard Hats & Goggles
- ❑ Work shoes
- ❑ Generator
- ❑ Shovels, crowbars
- ❑ Catalytic heater
- ❑ Dust masks
- ❑ Chemical toilets, waste bags, lime

- ❑ Water purification tablets
- ❑ Sleeping bags & Cots
- ❑ Portable stove
- ❑ Eating utensils
- ❑ Instant ice pack
- ❑ Pre-moistened towelettes

During An Earthquake

While Earthquake Emergency Procedures are similar to those of a fire, one specific difference should be communicated to all building occupants: Evacuation during fire is highly probable, whereas **EVACUATION DURING AND EARTHQUAKE IS NOT PROBABLE.**

Please adhere to the following safety procedures during an earthquake:

1. Take shelter away from windows and seek protection under tables, desks, or other objects that offer shelter from flying glass and debris.
2. Do not leave the sheltered area or exit the building until the quake is over. Seek safety where you are and leave calmly afterward if evacuation is necessary.
3. Do not dash for exits – stairwells may be unsafe.
4. Never attempt to use elevators during an earthquake. Afterwards, do not use elevators until they are checked for safety.
5. Stay clear of bookcases, file cabinets, windows and other heavy objects.
6. Turn off electrical equipment. Do not be surprised if electricity goes off or alarm systems are activated.
7. Do not smoke or use matches in case of gas leaks. If power fails, use battery operated lights.

If You Are Outside of the Building When An Earthquake Occurs

1. Move away from buildings, utility wires and poles, debris and areas subject to falling glass.
2. If you are unable to reach a clear area, stand in a doorway or archway.
3. If threatened by falling debris, cover face with one forearm and the back of the head with the other.

4. The most dangerous place to be is on a sidewalk subject to falling debris such as glass and masonry.

After an Earthquake

1. Check for injured persons. DO NOT attempt to move a seriously injured person unless they are in immediate danger.
2. DO NOT use matches, candles or other open flames.
3. DO NOT turn on electrical switches or appliances.
4. Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out.
5. If you smell gas, open all windows. Evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Building Management.
6. Clean up any dangerous spills.
7. Replace telephone receivers to restore communications. However, do not use telephones, except to reach Office of the Building or the Fire Department.
8. Listen to the radio for emergency reports.
9. DO NOT spread false rumors regarding the condition of the building or anything else that may cause panic.
10. Cooperate with Management personnel and Fire Department representatives.
11. Be prepared and stay alert for aftershocks.

Checklist for Business Survival following an Earthquake

Businesses face many hurdles in recovering from earthquakes. A key to survival is looking ahead and planning for recovery before an earthquake strikes. The following checklist identifies areas that can reduce the impact of an earthquake by enabling your company to continue normal business operations.

- ❑ Make agreements with vendors and suppliers to assure continued business or identify alternate sources in the event your normal vendors are unable to function after an earthquake.
- ❑ Develop and maintain inventories for critical supplies, equipment and employee skills.
- ❑ Develop a plan for informing clients, the general public and the media about company operations following an earthquake.
- ❑ Store duplicates of vital company records and important documents off-site.
- ❑ Take steps to “quake proof” your computer facility and equipment.
- ❑ Establish contracts with engineers and suppliers to survey damage and perform clean up following an earthquake.
- ❑ Develop a plan for business restoration including securing alternate work sites for personnel, restoring damaged utility systems, and controlling access to company facilities.
- ❑ Develop alternate marketing strategies for your products or for moving into other markets under post earthquake conditions.
- ❑ Create post-earthquake financing and investment strategies to protect corporate assets.
- ❑ Make sure your bank is informed about your disaster contingency planning to assure quick response to your post-earthquake needs.
- ❑ Review existing inter-company mutual aid agreements to establish what needs might be following an earthquake.

TORNADOS

Tornado Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a tornado leaves you temporarily stranded in the office building:

- ❑ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.

- ❑ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat injuries such as heavy bleeding, shock and broken bones.
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- ❑ Heavy work gloves
- ❑ Hard Hats & Goggles
- ❑ Work shoes
- ❑ Generator
- ❑ Shovels, crowbars
- ❑ Catalytic heater
- ❑ Dust masks
- ❑ Chemical toilets, waste bags, lime
- ❑ Water purification tablets
- ❑ Sleeping bags & Cots
- ❑ Portable stove
- ❑ Eating utensils
- ❑ Instant ice pack
- ❑ Pre-moistened towelettes

There are two designations placed on a Tornado: a **WATCH** and a **WARNING**. A Tornado **WATCH** indicates weather conditions are right for a tornado. A Tornado **WARNING** indicates that a tornado has been sighted in the immediate area.

IN THE EVENT OF A TORNADO WATCH

1. Whoever is made aware of the threatening weather should notify the office manager, designated Floor Warden and the Office of the Building.
2. Floor Warden or office managers should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
 - Immediately close the blinds in your office
 - Once this is accomplished, stay away from the windows
 - Remain at your normal work station
 - Tune in any battery operated radios to a station with weather updates
 - If possible, you should remain in the building until the weather has cleared

IN THE EVENT OF A TORNADO WARNING

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and other emergency personnel will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, emergency personnel should assist Building Management in accounting for all employees.

8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Manual.
9. If any portions of your offices or surrounding building areas have been damaged, please notify building management immediately.

EXPLOSIONS

If an explosion occurs, please adhere to the following procedures:

1. IMMEDIATELY report the explosion to the Office of the Building. Remain calm and provide the following information:
 - Your name, location (building and suite number) and phone number.
 - Your company name.
 - Exact location of explosion.
 - Cause (if known) of explosion.
 - Extent of casualties, and number and type of injuries.
 - Whether explosion caused fire and if so, location of fire.
2. Evacuate all persons from the area if necessary.

The Office of the Building will immediately contact the Fire and Police Departments and will dispatch emergency personnel to the scene.

MEDICAL EMERGENCIES

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows:

1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:
 - Nature of medical emergency.
 - Building name and address
 - Exact location and name of sick or injured person.

NOTE: Do not hang up until the emergency operator does so.

2. Call the Office of the Building at (312) 236-5050. Provide the following information:



- Your name and company name
 - Nature of medical emergency
 - Exact location and name of sick or injured person
 - Whether or not you have called for trained assistance
 - A number where you can be reached
3. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.
 4. Remain with the victim. DO NOT move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.
 5. Designate a responsible person to do the following:
 - Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.
 - Whenever possible, have an elevator standing for the rescue team.

NOTE: CPR training and first aid courses are available through your local American Red Cross and are sometimes offered through the Office of the Building. All occupants are encouraged to participate.

BOMB THREATS

Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to the Office of the Building. Anyone can receive a bomb threat and all building occupants should be prepared.

Telephone Bomb Threats

1. The person receiving the call should try to get as much information as possible from the caller and should WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER.
2. LISTEN CAREFULLY. You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.
3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message.

4. Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb (please see the **Bomb Threat Questionnaire** found in section VII of this manual).
5. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.
6. Once the caller has hung up, immediately contact the Office of the Building at (312) 236-5050 and provide the following information:
 - Your name
 - Your location (building and suite number)
 - Your phone number
 - Name of any other person who heard the threat
 - Name of any employee threatened by the caller and his/her work location
 - Time the bomb is to detonate if known
 - Location and description of the bomb if known
 - Any reason given for planting the bomb
 - Any other information received from the bomb threat perpetrator
7. Complete the Bomb Threat Questionnaire and provide it to management personnel as soon as possible after the call was received.

Written Bomb Threats

Upon receipt of a written bomb threat:

1. Immediately notify the Office of the Building
2. Do not destroy the note
3. Do not let others handle the note
4. Turn the note over to building management or emergency personnel

Personal Receipt Of Bomb Threats

When a bomb threat is directed to a specific individual, he/she should immediately search his/her own workstation or office for unidentifiable or suspicious items. Please remember the following:

- Look for anything out of the ordinary or out of place.
- Look high and low – not just at eye level.



- Methodically search from one end of your work area to the other.

Searching Your Suite For A Suspected Bomb

Once a telephone or written bomb threat has been reported to the Office of the Building, occupants should search their suites for any suspicious packages. Following are some search guidelines:

- Do not rely on random searches in logical places.
- Explosives are concealed most easily in areas that have the easiest access
- Be aware of out of the ordinary articles that are foreign to the area.
- The bomb is likely to be packaged in a common container such as a shoe box, cigar box, a book, a grocery bag, an athletic bag, and airline bag, a suitcase or briefcase.
- Anything that does not belong, such as a book in the restroom, should be considered a suspicious object.
- When searching individual rooms/offices, start at the outside walls and move towards the center of the room.

NOTE: If a suspicious object is found, **DO NOT TOUCH IT.** Report the finding immediately to your designated emergency personnel and to building management.

Suspicious Packages

Upon the delivery of all packages always be aware and:

- Do not accept the contents of any container as bona fide simply because it was delivered in a routine manner.
- Do not assume that container marking and/or appearance is sole evidence of its content, identification or legitimacy.
- Be aware of packages with incorrect titles or those marked "Confidential" or "Personal".
- Do not open any suspicious package. Do not cut any cord, rope or wire on a suspicious package.

Be aware of the following signs that a package may include a bomb:

- Excessive postage

- No return address
- Excessive weight
- Incorrect titles
- Restrictive markings (such as "Confidential" or "Personal")
- Oily stains or discoloration

Upon Receipt Of A Suspicious Package

1. Do not allow anyone to handle the package.
2. Immediately call the Office of the Building

SUSPECTED BOMB SAFETY PRECAUTIONS

The following safety precautions will acquaint all occupants with the dangers inherent in a bomb threat, bomb search, discovery and handling of all suspected bombs, or if you have any other reason to suspect a bomb is in the building.

While some of the precautions may seem elementary, do not dismiss them as unimportant. Adequate knowledge of these precautions may save your life as well as the lives of other persons working in or visiting the building.

1. If it is suspected that a bomb is in the building:
 - Do not use radio equipment to transmit messages
 - Do not change lighting conditions
 - Remove all flammables
2. Please make only necessary phone calls. Open phone lines are essential to effectively controlling the emergency.
3. If a suspected bomb is identified:
 - Do not touch it
 - Do not attempt to move or carry it
 - Remove all flammable material from the area
4. During a bomb threat emergency, cooperate with all fire department instructions, including building evacuation.

EVACUATION

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- In an emergency situation, wait until management or designated Floor Response Team personnel indicated that it is safe and appropriate to evacuate the building.
- If you are directed to evacuate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens, Elevator Monitors, Searchers and Stairwell Monitors.
- Do not exit via the elevators.
- Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so.
- Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- Use safe stairwell exit procedures including:
 - Remain calm and quiet
 - Remove high heeled shoes
 - Exit in a single file and keep to the right using hand rails
 - Move quickly, but do not run
 - Assist those who may have trouble on the stairs or who have been injured
 - Treat injuries on stairwell landings only and only when safe to do so

Evacuating the Injured

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a “blanket drag” will provide you with the means to remove the person from the hazardous area. The drag can also be accomplished with a coat. If you are unable to carry the person, the “blanket drag” may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the

other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.

Civil Disturbances

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, the Office of the Building will:

- Secure all building entrances.
- Notify the police.
- Notify the tenants.
- Prevent access to all suites.

In the event that a civil disturbance initiates inside the building:

- Make sure all occupants are in your office and lock your suite doors including the main entrance. Assign a responsible individual to stand by the entrance door with a key allowing authorized personnel only to enter and leave.
- Immediately notify the Office of the Building and provide the following information:
 - Exact location of the disturbance, demonstrators and/or rioters
 - Approximate number of demonstrators or rioters
 - Your name, company name and call back number

POWER FAILURE

In the event of a power failure Chicago Temple Building is equipped with emergency systems which will provide power for emergency lighting, selected elevator service, life and safety security systems and water for the restrooms.

If you experience loss of power in your suite, immediately contact the Office of the Building. An engineer will be dispatched to assist in restoring power, if the entire building is affected, the Electric Utility Company will be contacted for assistance and building personnel will keep all tenants advised.

If the power failure occurs during daylight hours, open the blinds to utilize available sunlight. This should be avoided, however, in emergency situations where procedures call for closed blinds.

Following is a list of items that all tenants should keep on hand in case an emergency of any kind causes the loss of power:

- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios

VII. FORMS



VII. FORMS

MOVE-IN

The following forms should be completed and returned to the Office of the Building two weeks prior to your scheduled move. Send an original, completed copy to the Office of the Building and retain one copy for your records. For replacement forms, please contact the Office of the Building at (312) 236- 5050.

- A. Move-In Day Information
- B. Key Distribution
- C. Tenant Information Request Form
- D. Tenant Directory Request Form
- E. Authorized Individuals & After-Hours Emergency Contacts
- F. Emergency Evacuation Team (EET)
- G. Physically Impaired Individuals
- H. Bomb Threat Checklist



CHICAGO TEMPLE BUILDING

OFFICE OF THE BUILDING | 77 W WASHINGTON | SUITE 300 | T (312) 236-5050 | F (312) 236-7386

TENANT MOVE-IN or MOVE-OUT DAY INFORMATION

Tenant Name:_____

Tenant Move-In/Move-Out Coordinator:_____

Current Address:_____

Current Phone #:_____

Moving Date:_____

Moving Time: Start:_____ Completion:_____

Moving Company:_____

Moving Company Telephone:_____

Moving Company Supervisor:_____

Moving Company Contacted for Certificate of Insurance? Yes__ No__

Number of Movers:_____ Oversized Furniture or Equipment:_____

Special Move-In/Move-Out Cleaning Requirements:_____

Additional Security Requirements:_____

Emergency Tenant Names and Phone Numbers During Move:

Name:_____ Telephone #:_____



Name: _____ phone # _____



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KEY ACCEPTANCE/KEY REQUEST FORM

If you require keys or a lock change, please complete this form and return a copy to The Office of the Building. If you have an URGENT request, please call The Office of the Building at (312) 236-5050.

Tenant Name: _____

Suite Number: _____

Contact Name: _____

Contact phone: _____

Contact email: _____

Contact fax numbers: _____

Date of Request: _____

Description/number of keys requested:

Received by: _____

Name & Title: _____



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AUTHORIZED INDIVIDUALS & AFTER HOURS EMERGENCY CONTACTS

For our files, please indicate the name and home phone number of three (3) individuals from your suite who will go on our records as authorized individuals. In the event of an after-hours emergency or security authorization, a member of the management staff will contact one of the individuals listed below.

Company: _____

Suite #: _____

In case of emergency or security authorization, please notify:

1) Name: _____

Title: _____ Phone #: _____
(Please Print)

2) Name: _____

Title: _____ Phone #: _____
(Please Print)

3) Name: _____

Title: _____ Phone #: _____
(Please Print)

Form Completed by: _____ Date: _____
Signature: _____





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FIRE-LIFE SAFETY

FLOOR RESPONSE TEAM SINGLE-TENANT FLOORS

Tenant: _____ Floor# _____ Phone#: _____

Position

Name

Floor Warden: _____
& Alternate: _____

Assitant Floor Warden _____
& Alternate: _____

Stairwell Monitor #1: _____
& Alternate: _____

Stairwell Monitor #2: _____
& Alternate: _____

Elevator Monitor #1: _____
& Alternate: _____

Elevator Monitor #2: _____
& Alternate: _____

Searcher #1: _____
& Alternate: _____

Searcher #2: _____
& Alternate: _____

Assistant to the Physically Impaired #1 _____
& Alternate: _____

Assistant to the Physically Impaired #2



& Alternate: _____

Note: *For your safety and the safety of all building tenants, please keep your Floor Response Team list updated.*



CHICAGO TEMPLE BUILDING

OFFICE OF THE BUILDING | 77 W WASHINGTON | SUITE 300 | T (312) 236-5050 | F (312) 236-7386

FIRE-LIFE SAFETY

FLOOR RESPONSE TEAM MULTI-TENANT FLOOR

Tenant: _____ Suite # _____ Phone#: _____

Position

Name

Floor Warden: _____
& Alternate: _____

Assitant Floor Warden _____
& Alternate: _____

Stairwell Monitor #1: _____
& Alternate: _____

Stairwell Monitor #2: _____
& Alternate: _____

Elevator Monitor #1: _____
& Alternate: _____

Elevator Monitor #2: _____
& Alternate: _____

Searcher #1: _____
& Alternate: _____

Searcher #2: _____
& Alternate: _____

Assistant to the Physically Impaired #1 _____
& Alternate: _____

Assistant to the Physically Impaired #2 _____
& Alternate: _____

Note: For your safety and the safety of all building tenants, please keep your Floor Response Team list updated.



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BOMB THREAT CHECKLIST

CALL 911 IMMEDIATELY: *(If possible, have someone else call 911 during the call.) After calling 911, immediately contact The Office of the Building at (312) 236-5050.*

All employees, especially those answering phones, should keep a copy of this checklist on their desk or near their phone at all times in the event a bomb threat is received.

Tenant Name: _____
Name of Person Taking Call: _____ **Title:** _____
Date: _____ **Phone number call came in on:** _____
Time call was received: _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What will cause the bomb to explode? _____
4. Did you place the bomb? _____

5. Why did you place the bomb? _____
6. Sex of caller: _____
7. Approximate length of call: _____

PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- | | | |
|------------------------------------|---|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Familiar (if so, who did it sound like?) _____ | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Laughing | | <input type="checkbox"/> Soft |
| <input type="checkbox"/> Lisp | | |
| <input type="checkbox"/> Disguised | | |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Slow | Describe Threat Language: |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Well spoken |
| <input type="checkbox"/> Raspy | <input type="checkbox"/> Slurred Voice | <input type="checkbox"/> Educated |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Loud | <input type="checkbox"/> Foul |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Nasal | <input type="checkbox"/> Irrational |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Rapid | <input type="checkbox"/> Incoherent Taped |
| <input type="checkbox"/> Deep | <input type="checkbox"/> Clearing Throat | |
| | <input type="checkbox"/> Stutter | |

**Describe Any
Background Sounds
Heard:**

- ☐ Street Noises
- ☐ Crockery
- ☐ Voices
- ☐ PA System
- ☐ Static
- ☐ House Noises
- ☐ Motor
- ☐ Factory or
Machinery
- ☐ Local
- ☐ Long Distance
- ☐ Telephone Booth
- ☐ Clear
- ☐ Cell Phone
- ☐ Music
- ☐ Animals
- ☐ Office
- ☐ Other