

ONE SOUTH DEARBORN TENANT EMERGENCY PROCEDURES MANUAL



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Section 1: Emergency Procedures Overview

We consider safety to be the highest priority at One South Dearborn and have developed an emergency awareness and procedures program to ensure safe occupancy. At your earliest convenience, a member of the Property Management staff will arrange for emergency procedures training. Each tenant will be asked to designate Emergency Contacts and Wardens who will receive additional training serve as a point person for updating and implementing building safety and emergency protocol. Emergency Wardens will be instrumental in ensuring employee safety in the event of a building emergency.

As outlined on the following pages, the Tenant Emergency Procedures Manual establishes a sequential "plan of response" for initially recognizing, identifying, and reporting the existence of specific emergency situations threatening the building and/or its inhabitants, and then provides for the safety and protection of endangered personnel and/or assets.

Various aspects of these Emergency Procedures will be tested on a deliberate, systematic and periodic basis in accordance with instructions from the Building Management and the Chicago Fire Department. Such testing will familiarize key personnel with their emergency duties and responsibilities and evaluate the Emergency Procedures to determine their continuing feasibility, as well as to identify existing deficiencies and the need to make corrections or adjustments.

Section 2: Roles and Responsibilities

2.1 TENANT WARDENS

Tenant Wardens are required in order to ensure the proper implementation of the emergency procedures outlined in this manual. Tenant Wardens are the link for communications, training and emergency preparedness between their fellow coworkers and the One South Dearborn building staff. As such, Tenant Wardens have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency. Specific responsibilities are as follows:

- Selecting, identifying and training a sufficient number of Deputy Wardens to effectively assist them in the performance of their emergency duties and responsibilities.
- Attending emergency procedures training sessions.
- Communicating appropriate pre-planned emergency procedures and/or data to all employees under their jurisdiction through personnel orientation and/or company bulletin boards.
- Determining a safe off-site "rendezvous point" for all employees to reassemble after a building evacuation.
- Recognizing "unusual" or "foreign" circumstances in the normal environment of their respective company areas and responding appropriately.
- Assigning, training and notifying appropriate personnel to fulfill their obligations during their absences from the building.
- Identifying disabled persons or other individuals who may need assistance if a building evacuation becomes necessary. It is **STRONGLY RECOMMENDED** that a formal list of individuals and their office locations be maintained, updated regularly and kept in a place that is easily accessible in the event of an evacuation. An updated list should be provided to the Office of the Building whenever a change is made. Please fax any changes to the Office of the Building.

A change in the employment status and/or replacement of any Tenant Warden **MUST BE REPORTED IMMEDIATELY** in writing to the Office of the Building. Special efforts must also be made to adequately inform those company employees who have been trained to look to the former Tenant Warden for leadership during an emergency situation.

When selecting Tenant Wardens and Deputy Wardens, please abide to the following criteria:

- The individual(s) must be intelligent, alert, and resourceful as well as capable of performing in a leadership role during an emergency situation.
- The individual(s) must generally reside in the building during the normal workday as opposed to having primary duties and responsibilities that routinely take them outside of the building during the normal workday.

2.2 TENANT SUPERVISORS

All tenant supervisory personnel and employees should have knowledge of the operational aspects of the Tenant Warden procedures. However, they must recognize that it is essential for them to allow the Tenant Wardens and Deputies to take the lead in emergency situations. It is essential that supervisors and those otherwise in charge during normal operations listen and follow emergency instructions from Tenant Wardens and/or Deputies in order to ensure a safe and orderly response to any emergency situation. Each supervisor has two (2) principal emergency duties and responsibilities:

- Keep cool, calm, responsive and able to help eliminate confusion, fears and/or panic among their subordinates.
- Faithfully execute any emergency duties and responsibilities assigned by Tenant Wardens and/or Deputies during the existence of any emergency situation.

2.3 TENANT EMPLOYEES

All tenant employees must remain calm, attentive, responsive and quiet so they are able to hear all pertinent emergency instructions and/or orders. It is important for each individual to not give rise to confusion or dangerous panic during an emergency situation. The emergency procedures that are announced are to help ensure their personal safety. All tenant employees must react to official emergency instructions, as their lives depend upon strict compliance with those instructions. The Emergency Procedures have been established to save lives and your coworkers acting as Emergency Wardens and Deputies have been selected and trained to properly implement them.

Section 3: Emergency Numbers

Police Department:

Emergency	911
Chicago Police Department (non-emergency)	311
Bomb and Arson	(773) 553-FIRE(3473)
Illinois State Police	(847) 294-4400

Fire Department:

Emergency	911
Chicago Fire Department (non-emergency)	311

Medical:

Emergency	911
Illinois Poison Center	1-800-222-1222

NOTE: If an ambulance is called during a medical emergency, please notify the Office of the Building as soon as possible. This will allow the building staff to prepare for the arrival of the medical personnel, expediting their entry into the building and up to the person in need of medical attention.

Section 4: Fire Procedures

One South Dearborn maintains a fully equipped sprinkler system and fire detection and alarm initiating devices throughout the building. When one of these devices is activated, the Fire Command Center immediately receives a visual and audible alarm indicating the location. If an evacuation is called for, listen for instructions over the emergency communication system.

NEVER USE AN ELEVATOR IN A FIRE SITUATION. ALWAYS SEEK THE NEAREST STAIRWELL.

4.1 EMERGENCY STAIRWELLS

All stairwell doors on all floors in the building tower are equipped with a fail-safe mechanism. This means that once an alarm is received stairwell doors will automatically unlock, allowing for stairwell entry and re-entry on all floors, as necessary. The building contains two (2) primary emergency stairwells:

- Stairwell A (South Stair) is located in the southwest corner of the building's central core. Stairwell A is accessible on all floors via the freight elevator lobby. Stairwell A provides egress to the Main Lobby. Exit the building via the Loading Dock or Main Lobby
- Stairwell B (North Stair) is located in the northeast corner of the building's central core. Stairwell B is accessible on all floors via the passenger elevator lobby. Stairwell B provides egress to directly to the alley located along the east perimeter of One South Dearborn.

Stairwells A and B run the entire length of the low-rise and high-rise sections of the building. The low-rise consists of floors 7-23, the high-rise consists of floors 23-38. Stairwell A exits to the Main Lobby whereas Stairwell B exits to the alley located to the east of the building.

Signage directing individuals to the nearest stairwell in case of emergency is located in the elevator lobbies, freight elevator lobbies and garage elevator lobbies on each floor/level. See Exhibit A for locations of the stairwells on the typical floor plan.

4.2 IN CASE OF FIRE

In case of fire, the following procedures should be followed:

- Remain calm
- Dial 911 and provide the 911 operator with the following information:
 - Your name,
 - Your telephone number,
 - Property address (One South Dearborn),
 - Exact location of the fire (Floor and suite numbers),
 - Source and size of the fire (if possible).
- Immediately call and notify the Office of the Building at (312) 386-8300.
- Inform all Tenant Emergency Wardens, Deputy Wardens and employees.
- Do not attempt to fight a fire that appears to be out of control or threatens your safety.
- If you do attempt to extinguish the fire, be sure to fight it with your back to a safe exit—always leave yourself a path to escape danger. **Fire Extinguishers are located on every floor – become familiar with their locations.** Exhibit B outlines the proper operation of fire extinguishers. Close all doors surrounding the fire area.
- Listen for instructions over the emergency communication system broadcast to your floor. You will receive emergency instructions regarding evacuations and where you should relocate. You may be instructed to relocate to a different floor or to leave the building entirely, depending on the magnitude of the emergency.

4.3 IN CASE OF EVACUATION

If evacuation becomes necessary before the Building Management or the Fire Department has given instruction to do so, the Tenant Emergency Wardens may give the order to evacuate without being given specific routes to take (see below for evacuation procedures). If possible, Emergency Wardens should notify the Office of the Building of their intention to evacuate. Please abide by the following general evacuation conduct at all times:

- Move quickly, but do not run.
- Remove high-heeled shoes if necessary.
- Use handrails, moving to the right when emergency crews are encountered.
- Allow room for others, but do not unnecessarily hold up travel.
- Dispel all faulty information and rumors.
- Assist those who are slower moving or disabled.

Tenant Wardens should assign assistants (other than Deputy Wardens) for the following tasks in the event of an evacuation:

- Ensure that no one uses the elevators.
- Organize two-man teams to assist the handicapped.
- Take emergency flashlights or other portable lights in case of an electrical power failure.
- Take the company First Aid Kit, if it is readily available.
- Properly secure and safeguard special company records (i.e., documents, original contracts, negotiable instruments, etc.) and to lock the appropriate files, vaults, closets, desks, etc.
- Unplug appropriate electrical equipment and machines, hot plates, coffee makers, etc.
- Check for employee and visitor stragglers, turn OFF lights and close office doors (but do not lock in case firefighters need to double-check your suite.)

In the event of an evacuation, Tenant Wardens should have a pre-designated “rendezvous point” for employees’ to meet for communication of emergency and/or re-entry information by the Property Management and emergency responders. Your rendezvous point location and a cell phone number for should be provided to the Property Management.

During an evacuation, Emergency Wardens are responsible for:

- Reminding everyone to be quiet during the evacuation so they will be able to hear and understand all emergency instructions.
- Giving appropriate direction to visitors that may not have familiarity with the building.
- Assembling and accounting for all personnel prior to leaving your floor(s). This can be done by using Deputy Wardens to keep a head count as their co-workers are using the stairs.
- When evacuation is complete, assembling and accounting all your personnel, noting:
 - Total number of employees moved or evacuated.
 - Total number of visitors moved or evacuated.
 - Total number of personnel missing.
 - Names of missing persons.

Following an evacuation, Tenant Wardens are encouraged to write a brief report covering your actions in response to the emergency including any special problems or incidents that were encountered and submit it, as soon as possible, to the Office of the Building.

Section 5: Medical Emergency Procedures

In the event an employee or visitor becomes ill or suffers an injury while on your premises follow these procedures:

- Dial 911 if immediate assistance is needed. Be prepared to relay to the operator all pertinent information such as your name, your company name, building address (One South Dearborn), suite number, and nature of the emergency and any other information requested.
- Contact the Office of the Building as soon as possible. Advise them of the nature of the incident, including the exact location of the injured party. Indicate to them whether or not 911 has been called. This will allow the office staff to commence their emergency procedures, which will include escorting the arriving emergency personnel to the location of the injured or ill individual via the freight elevator.
- DO NOT move the injured/ill individual.
- Assign someone to meet the emergency personnel outside of the freight elevator on the floor of the emergency and guide them to the injured/ill individual.
- Obtain as much information as possible regarding the nature of the emergency from the injured party:
 - What happened,
 - Part(s) of body injured,
 - Whether or not injured party is on any type of medication, and
 - Whether or not family of injured party has been notified.

Remember to REMAIN AS CALM AS POSSIBLE during a medical emergency. Your leadership in these situations will help to diminish the anxiety of everyone involved.

Section 6: Elevator Entrapment Procedures

Encompassing the most modern technology, elevators are one of the safest modes of transportation available. Modern elevators, such as the ones utilized at One South Dearborn, are designed to err on the side of safety. Most often an elevator will stop because of a feature designed to keep it safe.

Please review the following steps, which outline what will happen during an elevator entrapment, and share them with your co-workers:

- **ABOVE ALL ELSE, REMAIN CALM.** There is no immediate hazard involved with an elevator entrapment.
- Press the “Emergency Call” button on the elevator panel.
- The elevator car will then automatically connect you with security personnel in the building lobby.
- When speaking with security, **SPEAK LOUDLY AND CLEARLY** and provide them with the following information:
 - Your name and company name
 - Nature of the problem,
 - The number of the elevator,
 - Direction of travel when the elevator came to a stop,
 - Your intended floor destination,
 - Floor shown currently on the elevator display, and
- Security personnel will immediately contact the trained elevator professionals assigned to this building and they will begin to rectify the situation as soon as possible.
- **DO NOT** attempt to pry the elevator doors open at any time or try to exit the elevator by any other means.
- If the elevator doors should open **AND** the elevator car is level with the floor it is currently on, notify security personnel of this (press the “Emergency Bell” button again, if necessary). Once the security is aware of the situation, you may exit the car. If the elevator car is not level with the floor do not attempt to exit.
- After the incident, please contact the Office of the Building to provide accurate information regarding the entrapment.

Whenever you notice an elevator acting improperly, contact the Office of the Building or security console immediately.

Section 7: Severe Weather Procedures

7.1 TORNADO WARNINGS

In the event a tornado warning is issued for Cook County, alarms will sound throughout the downtown area. After a warning has been issued, Property Management staff will provide periodic updates via the public address system, as needed.

When given notice of a tornado warning, either by horns or otherwise, immediately enact the following procedures:

- Immediately exit all perimeter offices and close doors to all perimeter areas.
- Seek refuge in the interior area of your floor, away from windows. The most danger in a tornado situation will be from glass and other airborne objects.
- Assign individuals to check restrooms and noisy areas (i.e. copy rooms, computer rooms, etc.) for people who may not have heard the alarms/warnings. Also, provide help for handicapped personnel and any others who made need help relocating.
- Additional duties of the Tenant Warden at this time are to confirm that all personnel have left their work areas and have closed – but not locked – doors behind them, and that the relocation occurs in a calm fashion.
- DO NOT direct employees to return to their workstations or offices until advised by either the Fire Department of Property Management personnel over the public address system.
- DO NOT LEAVE THE BUILDING and AVOID THE LOBBY AREA during the tornado warning.

Please refrain from contacting the Office of the Building during the warning—unless a new emergency arises. As Property Management receives updated information, it will be announced over the public address system.

7.2 TORNADO WATCH

A tornado watch indicates that there is a possibility for severe thunderstorms or tornadoes. Weather reports should be monitored to receive updates.

7.3 SEVERE THUNDERSTORM

The local weather service will issue advisories predicting areas of probable severe thunderstorm activity and the estimated duration of such activity. Weather reports should be monitored to receive updates.

When given notice of a severe thunderstorm, immediately enact the following procedures:

- Immediately exit all perimeter offices and close doors to all perimeter areas.
- Seek refuge in the interior area of your floor, away from windows. The most danger in a severe thunderstorm situation will be from glass and other airborne objects.
- DO NOT LEAVE THE BUILDING and AVOID THE LOBBY AREA during a severe thunderstorm warning.
- Assign individuals to check restrooms and noisy areas (i.e. copy rooms, computer rooms, etc.) for people who may not have heard the alarms/warnings. Also, provide help for handicapped personnel and any others who made need help relocating.
- Additional duties of the Tenant Warden at this time are to confirm that all personnel have left their work areas and have closed – but not locked – doors behind them, and that the relocation occurs in a calm fashion.

- DO NOT direct employees to return to their workstations or offices until advised by either the Fire Department of Property Management personnel over the public address system.

Please refrain from contacting the Office of the Building during the warning—unless a new emergency arises. As Property Management receives updated information, it will be announced over the public address system.

Section 8: Power Outage

One South Dearborn is equipped with an emergency power system, which will maintain certain vital building systems during a power outage. This includes life safety systems, emergency lighting on each floor and one elevator in each elevator bank. One South Dearborn is also equipped with an emergency generator. Once the power goes out, the emergency generator starts automatically and is available to power essential building systems should the emergency backup power falter for any reason.

In the event of a power outage, remain CALM. The building emergency power system will automatically activate within seconds. To assist Building operation, please refrain from contacting the Office of the Building except in the event of an emergency. Turn off all lights, computers and other electrical equipment to facilitate the return of power and to prevent damage to systems resulting from a power surge during the reconnection of power.

8.1 ELEVATORS

All elevators will initially return to the lobby level and open their doors to prevent entrapments. One elevator per bank, chosen at random, will operate as normal. Please refrain from using the elevators for the duration of the power outage, unless absolutely necessary.

8.2 EVACUATIONS

After obtaining necessary information from the Power Company and other parties, the Building Property Manager, Chief Engineer and Security Manager will determine the building's best course of action regarding an evacuation. Listen to announcements given over the emergency communication system regarding the outage and recommendations for evacuations. If an evacuation is not called for, instructions will be given to remain in your offices and refrain from using the elevators. Updates will be given periodically. If an evacuation is called for, it is **STRONGLY RECOMMENDED** that all tenants exit the building.

During an evacuation, Emergency Wardens are responsible for:

- Reminding everyone to be quiet during the evacuation so they will be able to hear and understand all emergency instructions.
- Giving appropriate direction to visitors that may not have familiarity with the building.
- Assembling and accounting for all personnel prior to leaving your floor(s). This can be done by using Deputy Wardens to keep a head count as their co-workers are using the stairs.
- When evacuation is complete, assembling and accounting all your personnel, noting:
 - Total number of employees moved or evacuated.
 - Total number of visitors moved or evacuated.
 - Total number of personnel missing.
 - Names of missing persons.

Following an evacuation, Tenant Wardens are encouraged to write a brief report covering your actions in response to the emergency including any special problems or incidents that were encountered and submit it, as soon as possible, to the Office of the Building.

Section 9: Bomb Threats

It has been clearly proven that the vast majority of these calls are false alarms meant only to disturb or disrupt the normal work of a person or company. However, at no time should any call be regarded as just another false alarm. When a call is received, please follow these guidelines:

- Keep the caller on the line as long as possible. Ask the caller to repeat the message.
- If possible, signal a co-worker to dial 911. Tell the operator to have the call traced.
- Obtain as much information from the caller as possible (see Exhibit C for Checklist):
 - Location of the bomb
 - Time of potential detonation
 - Outside appearance or description of bomb
 - Reason for planting the bomb
 - Exact wording used by caller (write down, if possible)
 - Voice of caller
 - Background noise

At the conclusion of the call immediately report the call to the Office of the Building, or, if after regular business hours, to the Security Personnel, at (312) 386-8300, and relay as much information from the call as possible. Inform all Tenant Emergency Wardens of the situation.

9.1 EVACUATIONS

In a bomb threat situation, the decision to evacuate is ordinarily left to the tenant unless physical evidence of a bomb is found. If it is determined that your employees and visitors are in imminent danger and you cannot reach the Office of the Building by telephone in a reasonable length of time, you may determine it necessary to exercise your judgment and move to the nearest stairwell and/or evacuate your personnel without being given specific routes to follow. Should the Building or another tenant receive a bomb threat, you will be advised and informed of any specific details. You may then decide whether you will evacuate.

9.2 SUSPECTED BOMBS

In the event that you discover an item that you suspect to be a bomb, do the following:

- Dial 911 and give them all available information regarding the suspected bomb.
- Contact the Office of the Building at (312) 386-8300 immediately after contacting 911.
- Do not touch the item in any manner.

The safety precautions enumerated below are designed to acquaint you with the dangers inherent in the search, discovery and handling of suspected bombs should you receive notification of a bomb, or have other reasonable suspicions that a bomb may be present in your area. Always follow the below safety precautions when dealing with a suspected bomb:

- Do not use radio equipment to transmit messages.
- Do not change the lighting.
- Do not smoke.
- Do not accept the contents of any container as legitimate simply because it was delivered by routine means!
- Do not accept container markings and/or appearance as sole evidence of their content, identification AND LEGITIMACY.
- Do not touch a suspected bomb.

- Do not shake, shock, or jar a suspected bomb.
- Do not cover a suspected bomb.
- Do not carry a suspected bomb.
- Do not assume that a suspected bomb is of a specific (high explosive or incendiary) type!
- Do not open any suspicious container or object.
- Do not cut a string, cord, or wire on a suspicious container.
- Do not cut or remove the wrapper on a suspicious container.
- Do not unscrew the cover of a suspicious container or object.
- Do not move the latch or hook on the cover of a suspicious container or object.
- Do not raise or remove the cover/lid of a suspicious container.
- Do not change the position of a suspicious container or bottle.
- Do not place a suspicious container or object into water.

For any further information regarding bomb threats contact the Chicago Police Department Bomb and Arson Division at (312) 746-7619.

EXHIBIT A
One South Dearborn
TYPICAL FLOOR PLAN

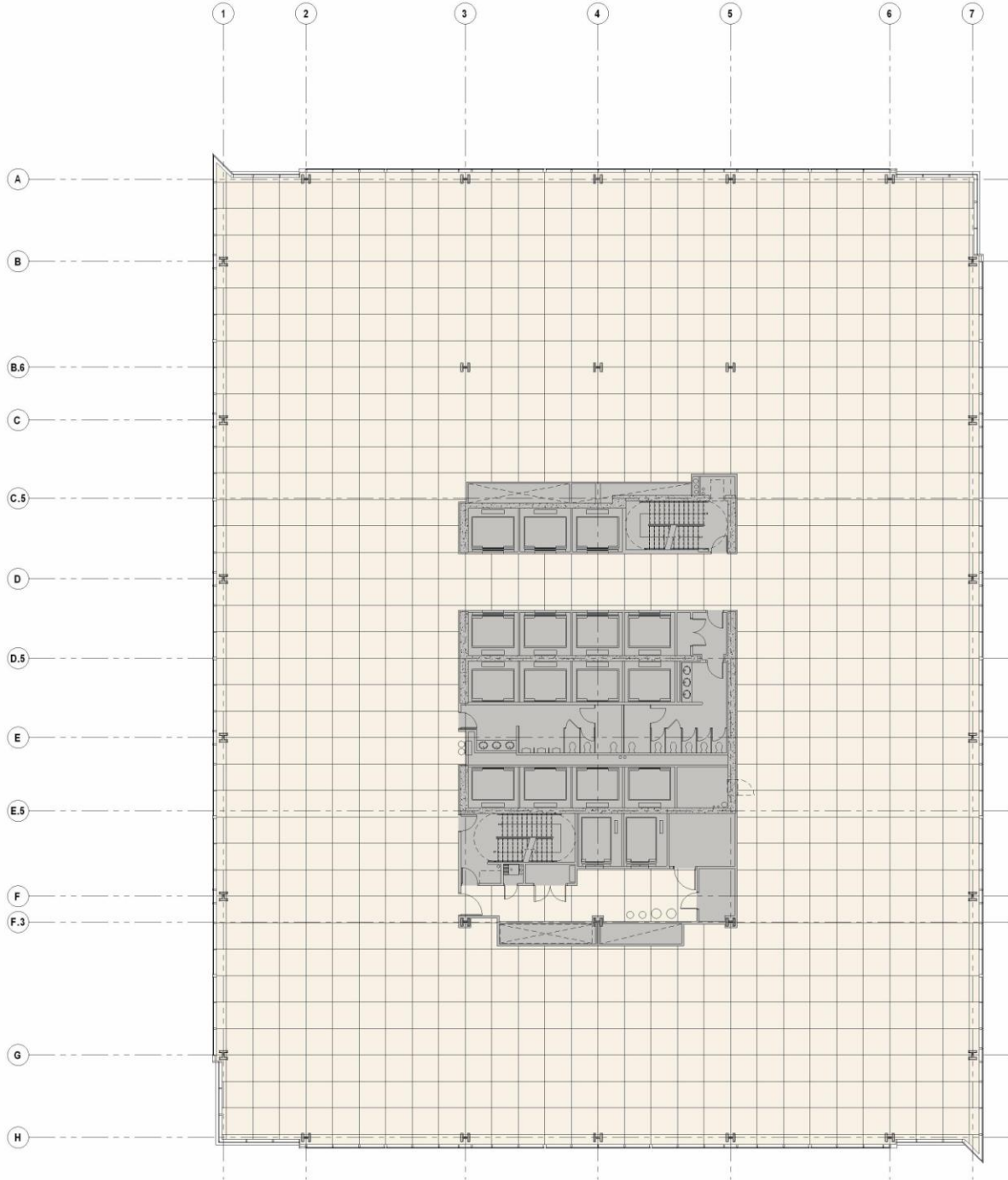
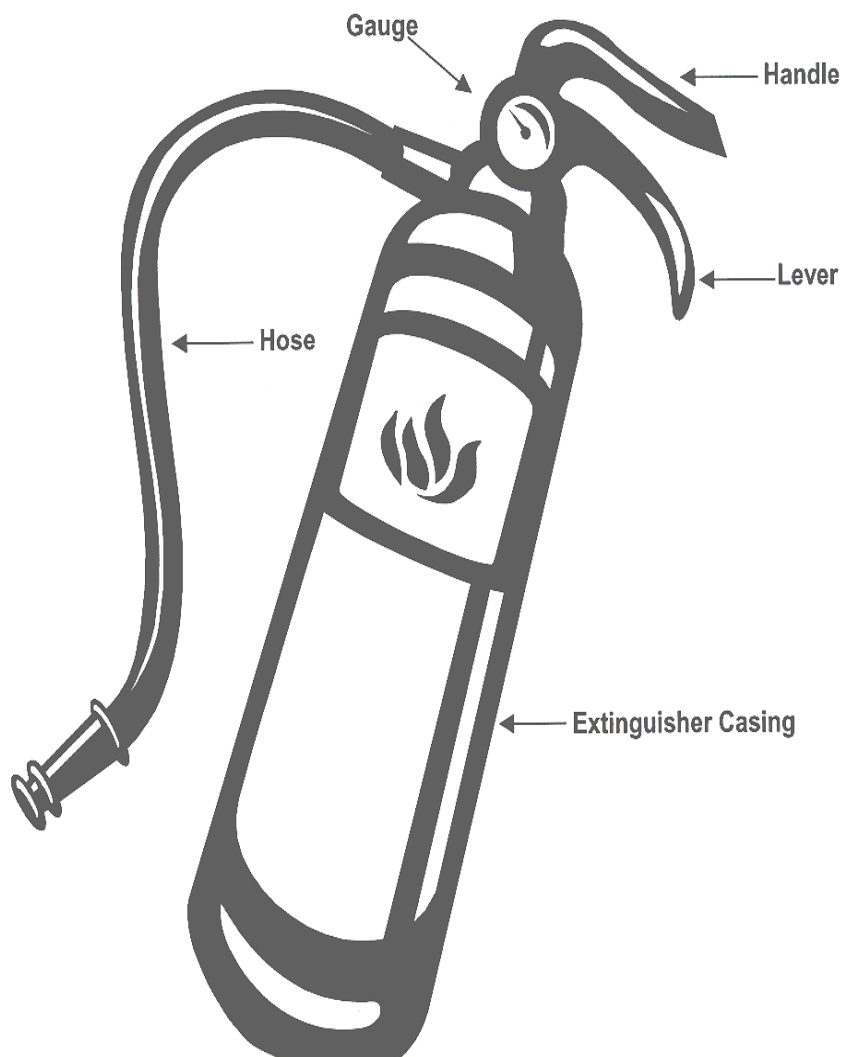


EXHIBIT B
One South Dearborn
FIRE EXTINGUISHER OPERATION

REMEMBER P-A-S-S

1. **P**ull pin.
2. **A**im low (direct the stream at the **b**ase of the fire).
3. **S**queeze lever.
4. **S**weep from side to side.



**EXHIBIT C
One South Dearborn
BOMB THREAT CHECKLIST**

Recipient of Threat: _____

How threat Reported: _____

Time and Date of Call: _____

Number on Caller ID: _____

Exact Words of Caller:

If voice is familiar, who did it sound like?

Questions to Ask:

When is the bomb going to explode?

Where is the bomb right now?

What kind of bomb is it?

What does it look like?

Why did you place the bomb?

What will cause it to explode?

Where are you calling from?

Description of Caller's Voice:

Calm	Accent	Rapid	Stutter	Excited
Laughter	Deep	Slow	Nasal	Cracking
Soft	Loud	Raspy	Angry	Taped
Distinct	Disguised	Crying	Ragged	Deep Breathing
Familiar	Slurred	Lisp	Foul	Irrational
Incoherent	Educated	Well-Spoken		

Background Sounds:

Street Noises	Long Distance	Static	Voices	Motor
Telephone Booth	House	Noises	Clear	Local
Crockery	Music	PA System	Factory	Machinery
Animal Noises	Office Machinery			

REPORT CALL IMMEDIATELY TO 911