

ONE ROTARY CENTER



EMERGENCY PROCEDURES

INTRODUCTION EMERGENCY TELEPHONE NUMBERS

Following are important emergency numbers that should be used by tenants in the building when emergencies arise:

Security Emergency	847.869.1560
Evanston Fire Department	911
Evanston Fire Department Paramedics	911
Evanston Police Department	911
Medical Emergencies	847.869.1560
Bomb Threat – Suspicious Article	847.869.1560
Security Non-Emergency	847.869.1560

PURPOSE OF EMERGENCY PROCEDURES

The One Rotary Center Management and Security Team have developed effective emergency procedures for the safety of building occupants and the safeguarding of building and tenant property.

The purpose of this plan is to adequately prepare building employees and building tenants in fire drill procedures and evaluate the program's effectiveness through corrective actions in training of personnel, changes of procedures, or repair of equipment. When properly conducted, mock fire drills promote fire safety awareness, detect need for additional staff training, help test fire protection systems, and enhance the safety of tenants, visitors, staff and property while decreasing building liability.

All building employees are required to routinely participate in fire drills to evaluate the plan's effectiveness and detect deficiencies. The need for staff training in fire safety is not to be obscured by daily work demands. The concerted effort on fire safety during a fire drill provides the necessary format for resolution of fire safety concerns.

One Rotary Center is constructed to meet most emergency situations with minimal impact. Most emergencies will be contained in a local area making it unnecessary, in many cases, to evacuate the entire building. Any evacuation will most likely take place in stages, starting with the emergency area and working away from it.

Specific circumstances and individual judgment at the time of any emergency may dictate modification or change of procedure due to the type of emergency and the location. This is common in any emergency situation. However, an immediate appraisal of each situation must be made, followed by rapid communication and responsible action.

FIRE EMERGENCY – REVISION 10/08

FIRE AND FIRE DRILL PROCEDURES

1. Most fires within the building will be detected by the life safety systems which are monitored 24 hours a day. In the event fire or smoke is discovered and/or fire alarms are activated immediately call 911 and notify One Rotary Center Management Office or Security at 847.869.0350.
2. The building staff will meet the Evanston Fire Department at the front entrance and direct them to the Fire Command Room to pinpoint the location of the fire alarm and then they will proceed to the fire floor.
3. All elevators will be recalled to the ground floor.
4. Upon the activation of the fire alarm - **The Evanston Fire Department requires the fire alarm floor, two floors above the fire alarm floor and one floor below the fire alarm floor to evacuate by way of the stairwells and proceed into the main lobby and exit the building. The Fire Captain should stop at the Security Console before proceeding to exit the building and give the all clear; notify the security staff of disabled individuals that are in the stairwells and need assistance. Once out of the building you will be on Sherman Avenue, proceed to Grove Street and head east to Raymond Park, floor captains are to account for their staff and wait for further instructions. One of the building staff personnel will be at the park to provide assistance. NOTE: All other occupants in the Building are to remain in the building on their floor unless given further direction to evacuate via the Public Address system or activation of the fire alarm (horns and strobes) throughout the building.**
5. All floor captains, searchers and alternates should report immediately to the main elevator lobby on their floor.
6. All safety team members will ensure that everyone evacuates or relocates swiftly and safely down the stairwells, always keeping to the right side of the stairwell.
7. All team members shall report to the floor captain at the elevator lobby when his/her areas of responsibility are clear. All safety team members will then exit the floor and proceed to exit the building. **The Fire Captain should stop at the Security Console before proceeding to exit the building and give the all clear; notify the security staff of disabled individuals that are in the stairwells and need assistance. Once out of the building you will be on Sherman Avenue, proceed to Grove Street and head east to Raymond Park and account for all your staff. One of the building staff personnel will be at the park to provide assistance.** Fire drills terminate once we have evacuated the building safely, all emergency safety team members report to the floor captain that all staff members are accounted for and building staff has been notified of such. In an actual fire, all individuals evacuated or relocated will be advised by One Rotary Center Management, Security Team and/or Evanston Fire Department to return to their work areas when it is safe to do so.

IMPORTANT FACTS

1. When calling 911, give the building address of 1560 Sherman Avenue, floor, and type of emergency. Do not use a vanity address of One Rotary Center.
2. Have a plan to evacuate your work area during business or non-business hours.
3. Ensure that all employees know where stairwell exits are located. Stairwells are pressurized so that smoke would be pulled to the top of the building and exhausted. A fail-safe system would automatically unlock all stairwell doors when an alarm is activated.
4. Never use elevators to evacuate in a fire situation; elevators are automatically recalled to the lobby of the building when an alarm is activated.
5. One Rotary Center is fully equipped with sprinklers.

FLOOR SAFETY TEAM

FLOOR CAPTAIN AND SAFETY TEAM ROLES AND RESPONSIBILITIES

The following information describes the organization and roles of each tenant's mandatory Safety Team. This team should consist of key department personnel who are trained to respond to emergency events that may require relocation, evacuation or coordination with building management if emergency conditions should arise. It is of utmost importance that the individuals trained to carry out these roles understand the responsibility involved and the critical nature of their response in the event of an emergency.

The building management team will provide periodic training to each Floor Captain and Safety Team. Please contact the Office of the Building if, at any time, you are unclear about your role as a Floor Captain or a member of the Safety team.

The most senior role on the team is the Floor Captain. It is the Floor Captain who coordinates and directs the Safety Team that facilitates the relocation, evacuation or emergency response once the floor is notified of an emergency via the fire alarm or the Public Address System. The Safety Team consists of the Assistant Floor Captain; Searchers; Stairwell Monitors; Elevator Monitors and Aides to Persons with Disabilities. An outline of each member's role is described below.

Floor Captains

Building Occupants are to assign Floor Captains who are responsible for coordinating the evacuation of their department. In coordinating a safe and orderly relocation or evacuation, [Floor Captains are responsible for training their respective staff members responsible for assisting in an emergency/evacuation.](#)

If the Floor Captain is absent, Assistant Floor Captain(s) are to assume the responsibilities of the Floor Captain. Floor Captains, in advance, must establish and communicate to their employees an emergency plan to cover personnel working after hours or on weekends. At the Floor Captain's request, the Office of the Building is available for consultation in this matter.

In the event a complete evacuation is necessary, [Floor Captains are responsible for getting their Team to the designated area of assembly away from the building, and communicating the location with all members of their department and the Office of the Building.](#) Please ensure that all employees are familiar with the designated assembly area.

Floor Captain Responsibilities

- Participate in mandatory building life safety training classes.
- Ensure that all Safety Team members and employees participate in the building Life Safety Training classes.
- Regular training and planning for emergencies should occur between the Floor Captain and their Safety Team.
- Have an evacuation route clearly planned. Coordinate with the Safety Team in preparing evacuation routes for specific areas. Orient all new employees to all aspects of your plan.
- Assign people as Aides to assist employees with special needs. Keep the Office of the Building informed in writing of all people requiring or providing assistance.
- Identify areas in need of improvement during fire drills. Discuss these with the Office of the Building and work with the Safety Team to correct deficiencies.
- Maintain up-to-date organization charts of Safety Team members and employees with special needs. Immediately report all changes to the Office of the Building in writing.
- Instruct Safety Team members in their responsibilities during drills and actual evacuations.

- Inspect your area periodically for safety. Make sure all flammable substances are stored in approved containers and that no-smoking areas are observed. Ensure that all egress routes are clear. Be sure to keep all storage/files a minimum of 18" below ceiling level.
- Coordinate the Department's assembly area with the department head and each department employee.

Floor Captain Responsibilities - In the Event of a Visible Fire or Other Emergency

- The fire alarm will be activated, if not, call 911
- Provide 911 emergency dispatch with relevant details of the fire/emergency.
- Whenever possible contact **the Office of the Building at 847.869.0350**.
- Initiate the Evanston Fire Department's recommended evacuation process as trained (**alarm floor, two floors above the alarm floor and one floor below the alarm floor are to evacuate**).
- Verify that all areas have been evacuated by communicating with each of the Safety Team members upon their evacuation of the floor. Remember, the Safety Team should evacuate after they have assisted with the evacuation of their floor. The Searchers should gather the Elevator and Stairwell Monitors, instruct them to evacuate, and then report to the Floor Captain that the floor/area is clear. The Floor Captain should be the last person to leave the floor. However, always remember that members of the Safety Team should evacuate immediately if they feel there is eminent danger.
- Reassemble in the designated area of assembly and account for all people that were on your floor. If you are unable to locate someone, notify a building staff member and, if necessary, call 911 immediately.

Floor Captain Responsibilities – If Notified of an Emergency by the Public Address System

- Listen to the public address system for instructions; respond as trained and/or directed.
- If your floor is involved in the fire/emergency begin relocation as trained and/or directed.
- If your floor is not involved, instruct the Safety Team members to inform people in their areas that they are not in danger. While we would never stop anyone from evacuating the building, The Evanston Fire Department discourages relocation or evacuation of floors that are not impacted by the Fire Alarm or recommended evacuation procedure.
- If your floor encounters heavy smoke, call 911 and inform emergency dispatch of your predicament. The emergency dispatch at 911 should provide you with additional instructions. Additionally, direct a colleague to call the Office of the Building. If it is your intent to evacuate, inform emergency dispatch of your intentions and the stairwell you will take.

Assistant Floor Captains

The primary duties of Assistant Floor Captains are to be familiar with safety procedures and routes and to maintain order in the event of an evacuation. They are trained to **assume Floor Captains responsibilities**, if necessary.

- During an evacuation when a Floor Captain is present, Assistant Floor Captains should assist the Stairwell Monitor in directing traffic unless otherwise instructed by the Floor Captain or Fire Department personnel.
- Prior to entering a stairwell, the Assistant Floor Captain or Stairwell Monitor should feel the door for heat that would indicate a fire, and check for smoke.
- If the stairwell is unsafe, Assistant Floor Captains should work with the Stairwell Monitor and direct personnel to an alternate stairwell.
- Once relocated, Assistant Floor Captains should assemble with the group and account for all people in their assigned areas.

Searchers

Searchers are assigned in pairs, (male and female if available) and have the responsibility for inspecting areas of the entire office, lobby space and restrooms for the benefit of those with visual or hearing impairments or who may not be familiar with procedures. Upon hearing the Fire Alarm, Searchers should:

- Inspect general office, restrooms, conference rooms, storage areas, file rooms and other areas isolated from the main areas of the office.
- Make special note of persons with hearing or visual impairments in their areas, and assure that they have relocated.
- Instruct the Elevator and Stairwell Monitors to evacuate the floor at the conclusion of the search.
- Once their areas are clear, Searchers report to their Floor Captains and handle any further assignment requested by the Floor Captain.

Stairwell Monitor

The Stairwell Monitor assists in the orderly exit of personnel from the floor into the nearest stairwell. The Stairwell Monitor should:

- Prior to entering a stairwell, feel the door for heat that would indicate a fire, and check for smoke.
- Inspect the designated exit for possible heat and smoke conditions before allowing personnel to enter into the stairwell.
- If the stairwell appears unsafe, direct personnel to an alternate stairwell.
- Instruct personnel to remove high heels, backless shoes, and encourage calmness during the relocation/evacuation.
- Ensure that nobody exits with liquids as they may cause unsafe conditions if spilled.
- Remain at the stairwell until the Searchers and the Floor Captains indicate that the floor is all clear.

Elevator Monitor

The responsibility of the Elevator Monitor lies with ensuring that nobody uses the elevator to evacuate. The Elevator Monitor should:

- Direct any individual attempting to evacuate by the elevator to the nearest stairwell exit.
- In the event that the elevator opens on the floor, instruct the individuals to exit and direct them to the nearest stairwell exit.
- Once the Floor Captain and Searchers have cleared the floor, proceed to the designated relocation/evacuation assembly area.

Aides to Persons with Disabilities

Aides are assigned to assist persons with disabilities in need of relocation or full evacuation.

- Such Aides should be assigned in advance and their names reported to the Office of the Building in writing.
- Following the Evanston Fire Departments guidelines, areas of rescue for those individuals should be on the tenant side of the stairwell at the stairwell door.
- The Aide should notify 911 of the person's exact location in the event of an emergency. Areas of rescue are located on the tenant side of each stairwell door on each floor.
- The Aide should remain on the line with 911 to receive instructions and relay information as long as it is safe to do so.

CROSS-TRAINING SHOULD BE PROVIDED FOR ALL SAFETY TEAM MEMBERS TO ENABLE THEM TO SHARE DUTIES AND AVOID OVER-BURDENING A SINGLE INDIVIDUAL DURING AN EMERGENCY.

ONE ROTARY CENTER DESIGNATED EVACUATION LOCATION RAYMOND PARK

