

## Introduction to the Emergency Evacuation Plan – Chicago City Hall

The following document outlines a plan for the rapid evacuation of personnel and visitors to City Hall during an emergency. This plan was prepared by the Department of General Services and reviewed by the Chicago Fire Department.

The Chicago Fire Department's Life Safety Program educates, trains, and instructs employees about life safety guidelines in the event of an emergency.

All employees are expected to report emergencies by calling "911" and then City Hall Police Detail at 744-8325. The employee should state their name, location, and description of the incident. Employees are responsible for knowledge of emergency exit routes and the location of all fire and safety equipment in their immediate area. Evacuation routes are posted on all floors, and in most rooms throughout the building. This plan presents a means of dealing with an emergency situation by establishing specific procedures for reporting and controlling fires and evacuating the building.



## C-A-L-M

When an emergency strikes, people tend to panic. Keeping calm in an emergency will help lead you to safety because it allows you to think clearly and take action. To help you remember important steps that need to be taken, the Chicago Fire Department developed the acronym CALM, which stands for Call, Alert, Listen, and Move. By remembering the meaning of CALM and putting it to work you and your coworkers can help the Fire Department keep you safe.

### C-A-L-M

Call 911 First

Alert Security

Listen for Instructions

Move to Safety and Evacuate if you are in danger

**CALL 911** first because every minute counts. When calling 911 remember to provide accurate information such as address, floor, and location of the fire or emergency.

**ALERT** security, building management, and your co-workers only after calling 911. Provide building personnel accurate information about the fire or emergency because they will provide that information to the Fire Department when they arrive on the scene.

**LISTEN** to safety instructions.

**MOVE** to a safe area or evacuate only if you are in immediate danger. Depending on the location of the fire or other emergency, you may be asked to move to another floor; evacuate the building and/or move to the lobby; or you may be told to stay where you are. Being asked to stay where you are can often be the safest thing to do, so remember to stay CALM.

THREE important things that should never be done in a fire or other emergency situation:

- Don't go to the roof
- Don't take elevators
- Don't break windows

# IMPLEMENTATION AND ORIENTATION

It will be the responsibility of each Department Head to assign personnel to an Evacuation Team.

Training and drills will be held periodically for members of the City Hall Evacuation Team to ensure all members are familiar with the plan and the evacuation routes that will be used in a fire or other emergency. Training will be provided for the Team members by the Chicago Fire Department.

## City Hall Evacuation Team

**AREA WARDEN**

**ASSISTANT AREA WARDEN**

**TEAM  
WORK**

**SEARCHER**

**STAIRWELL  
MONITOR**

**AIDE to the  
PHY. CHALLENGED**

**ELEVATOR  
MONITOR**

# CITY HALL EVACUATION - TEAM RESPONSIBILITIES

## Area Warden/Assistant Area Warden

The Area Warden/Assistant Area Warden is responsible for emergency coordination and reporting of any potential or actual emergency condition to the occupants. The Safety Coordinator is also responsible for organizing emergency team members, and making sure emergency procedures are carried out correctly.

### Duties:

1. Appoints personnel to the emergency team and fills vacant positions.
2. Maintains and updated roster of all Searchers.
3. Alerts key personnel (Searchers, building management, security) of potential emergencies.
4. Supervises the activity and training of all key emergency team members.
5. Ensures that all emergency team personnel know their assigned duties and locations in case of an emergency.
6. Responsible for informing and training key emergency personnel in emergency procedures.
7. Pre-plans the handling of disabled personnel during evacuation.
8. Responsible for the evacuation of floor personnel.
9. Responsible for notifying Searchers to evacuate.
10. Responsible for maintaining prescribed staffing levels.

## Searcher

Operating as a member of the Evacuation Team, the Searcher is responsible for the safe evacuation of personnel in his/her work area during a fire or emergency, specifically from remote areas such as storerooms, file rooms, coffee areas, etc.

### Duties:

1. Checks all rooms including rest rooms, conference rooms, reception areas, and remote areas, closing but not locking all doors behind them.
2. Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
3. Evacuates all personnel found on the floor.

## Stairwell and Elevator Monitors

Operating as a member of the Evacuation Team, the Monitors are responsible for an assigned exit and assist in the orderly evacuation of personnel.

Duties:

1. Takes a position at assigned exit and assists in the orderly evacuation of personnel.
2. Instructs personnel to form single file lines into the stairwell, and directs personnel to exit along the right side of the stairwell.
3. Supervises and monitors a calm and orderly evacuation.
4. Ensures no one uses the elevators.

Police Detail

Upon receiving notice of a fire or other emergency, the Police Detail shall deploy security personnel to the site of the fire or emergency to assist in efforts to extinguish the fire, or to evacuate the building if necessary. In the event that a building evacuation is required, the Police Detail is responsible for the following:

1. In the case of large gatherings, assist with crowd control and evacuation.
2. Deploy personnel to the building exits to assist in directing persons out of the Building and to prevent persons other than Fire Department personnel from entering.
3. To direct Fire Department personnel to the site of the fire.

## PROCEDURE FOR REPORTING A FIRE OR OTHER EMERGENCY

Learn the location of exits and fire extinguishers before any emergencies arise.  
Know how to call the Fire Department.

- A. Call the Chicago Fire Department (911) and give the following information:
  1. Type of emergency and severity.
  2. Your name.
  3. Complete street address: 121 N. LaSalle
  4. Building name: Chicago City Hall.
  5. Floor number, Division, Room Number, area of the fire and which side of the building is affected – North, South, East, West.
- B. Alert personnel in the immediate area.
- C. If you feel the fire endangers your life or the lives of others, evacuate the area immediately. Close the door between you and the fire. Do not lock the door! Locking the door will only serve to delay fire fighting operations.

- D. Do not stop and try to extinguish the fire unless you feel there is no doubt that a fire extinguisher can contain the fire (i.e. small waste basket). Leave fire fighting to the Fire Department.
- E. Call the Security Office at 744-8325 or Engineer's Office at 744-3650, so that Building Staff can activate evacuation procedures.
  - 1. Identify yourself, your floor and division, room number and the particular problem – fire, smoke, etc.
  - 2. Identify the EXACT location where the incident is occurring and provide an estimate of the seriousness of the problem.
  - 3. Warn others on your floor of the fire emergency, if necessary.

## EVACUATION PROCEDURES

- A. Before opening the door to the corridor, check the door for heat with the back of your hand. If the door is HOT to the touch DO NOT OPEN IT, attempt to exit via another route into the corridor.
- B. If the door is cool to the touch, leave your office.
  - 1. Check for smoke in the corridor.
  - 2. When smoke is present, stay low by crawling – clean air is closest to the floor.
  - 3. Everyone should proceed quickly, but calmly, to the nearest emergency stairwell.
  - 4. NEVER USE ELEVATORS in a fire emergency.
  - 5. Once you are in a stairwell, should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to another stairwell to exit the building.
- C. The last person leaving any enclosed office area should close the door without locking it. This will help confine the fire until the arrival of the Fire Department.
- D. Proceed calmly and carefully down the stairwell and out of the building.

## PROCEDURES UPON NOTIFICATION OF A FIRE OR OTHER EMERGENCY

Once notified to evacuate your floor by the Chicago Fire Department or City Hall Police Detail, proceed with the following steps:

- A. React immediately;

- B. Politely terminate telephone calls and conversations;
- C. Members of the City Hall Evacuation Team should begin their tasks immediately;
- D. Employees should proceed as quickly as possible to their primary exits and descend the staircase and exit the building;
- E. If employees should encounter a heavy smoke condition in a stairwell, proceed to the next closest stairwell and proceed with the evacuation.

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

The Chicago City Hall is equipped with Automated External Defibrillators (AED) in case of need. The following standard operating procedure shall be followed in the event of a sudden cardiac arrest, heart attack, or other occurrence that may warrant the use of an AED.

1. **Call 911** and give the following information:
  - A. Type of emergency and severity.
  - B. Your name.
  - C. Complete street address: 121 N. LaSalle.
  - D. Building name: Chicago City Hall.
  - E. Floor number, Division, Room Number, and any other information that is requested.
2. **Call the Police Detail at 744-8325 or Engineer's Office at 744-3650**
  - A. Identify yourself, your floor and location.
  - B. Give specific details of the medical emergency if possible.
3. Personnel shall report to the incident location with the AED to provide life saving assistance.
4. Police or Engineer shall place one or more elevators in locked status on the ground floor to allow paramedics immediate access to the incident location.
5. First Responders will stay at the location until paramedics arrive and take control of the incident.

## **BOMB THREAT PROCEDURES**

The goal of a person making a bomb threat is to instill fear and cause panic. He/she ultimately achieves his goal when enough fear is generated that an evacuation is ordered.

**Do Not Panic**

FBI statistics indicate that most bomb threats made are unfounded. When informed of a bomb threat immediately look around your work area. You are looking for anything that does not belong. No one can definitively say what a bomb looks like because it can take any shape or form. If you receive a bomb threat, ask the caller when will it explode? Where is it located? What does it look like?

If you or anyone finds what is believed to be a bomb, consider it a bomb.

**Do Not Panic: Call 911 and Security (744-8325) immediately.**

## APPENDIX A

Appendix A of this evacuation plan includes a floor plan of every floor of the Chicago City Hall and primary and secondary evacuation routes that will be used. It will be the responsibility of every team member and employee to be sure that they are familiar with the evacuation routes.

## APPENDIX B

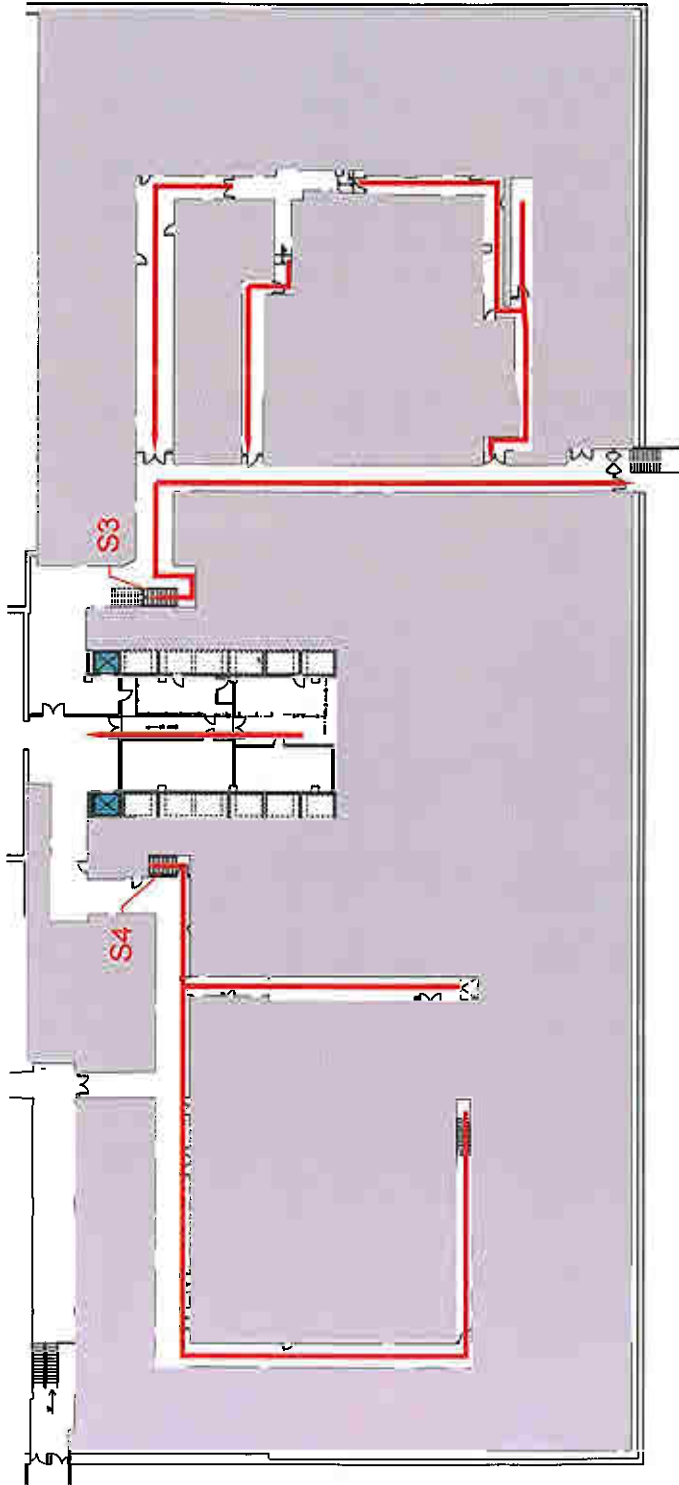
Appendix B is a listing of City Hall Evacuation Team members and locations.

**The success of this evacuation plan is based on the enthusiasm and support of all Department Heads and City Hall employees.**



# LEGEND











—	-BASE FLOOR PLAN WALLS
■	-ELEVATOR (AVAILABLE)
■	-ELEVATOR (UNAVAILABLE)
—	-EVACUATION ROUTE
[FMA]	-FIRE ALARM ANNUNCIATOR PANEL
[VCS]	-HVAC SYSTEM CUTOFF
TEXT	-STAIRWAY IDENTIFICATION
[VCS]	-PUBLIC ADDRESS VOICE CONTROL PANEL

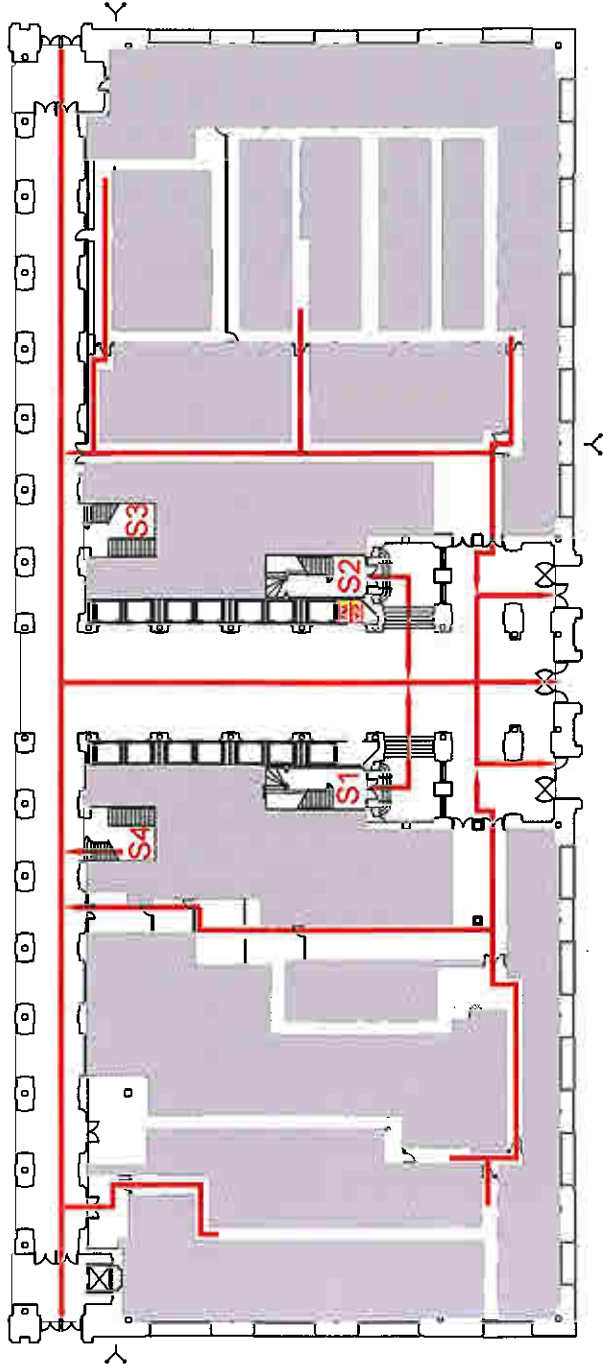


BASEMENT FLOOR PLAN



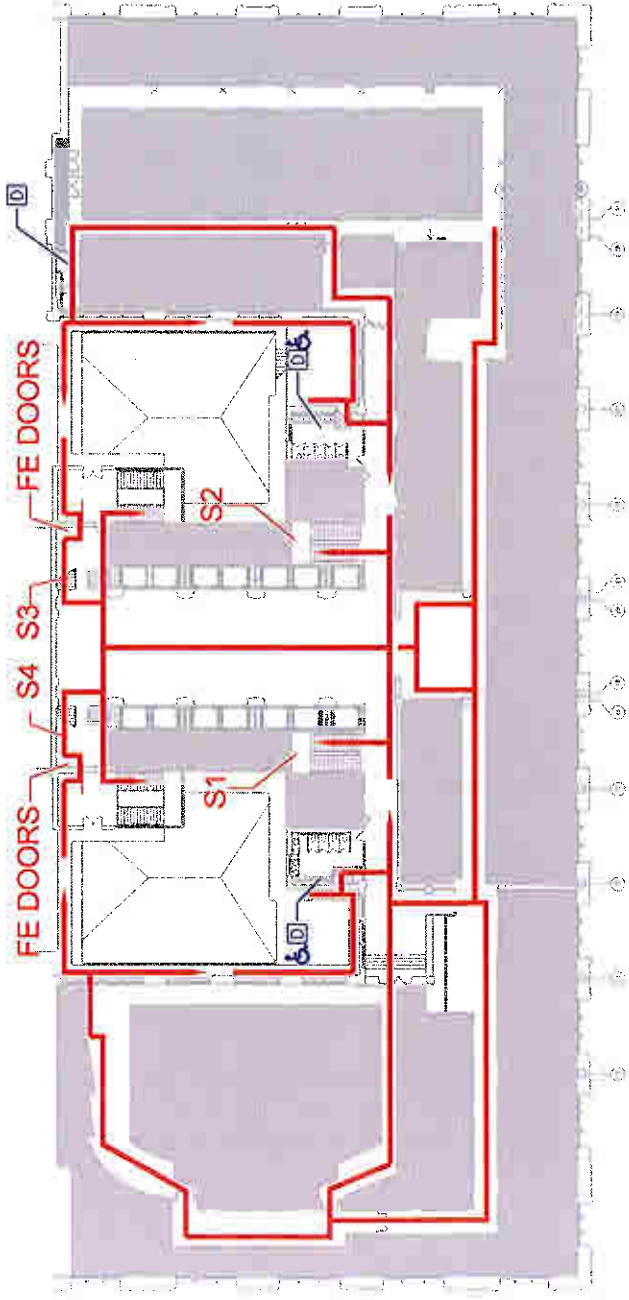
# LEGEND

	-BASE FLOOR PLAN WALLS
	-ELEVATOR (AVAILABLE)
	-ELEVATOR (UNAVAILABLE)
	-EVACUATION ROUTE
	-FIRE ALARM ANNUNCIATOR PANEL
	-FIRE EXTINGUISHER
	-SIAMESE/FIRE DEPARTMENT CONNECTION
	-STAIRWAY IDENTIFICATION
	-STAIRPIPE
	-PUBLIC ADDRESS/VOICE CONTROL PANEL



FIRST FLOOR PLAN















# LEGEND

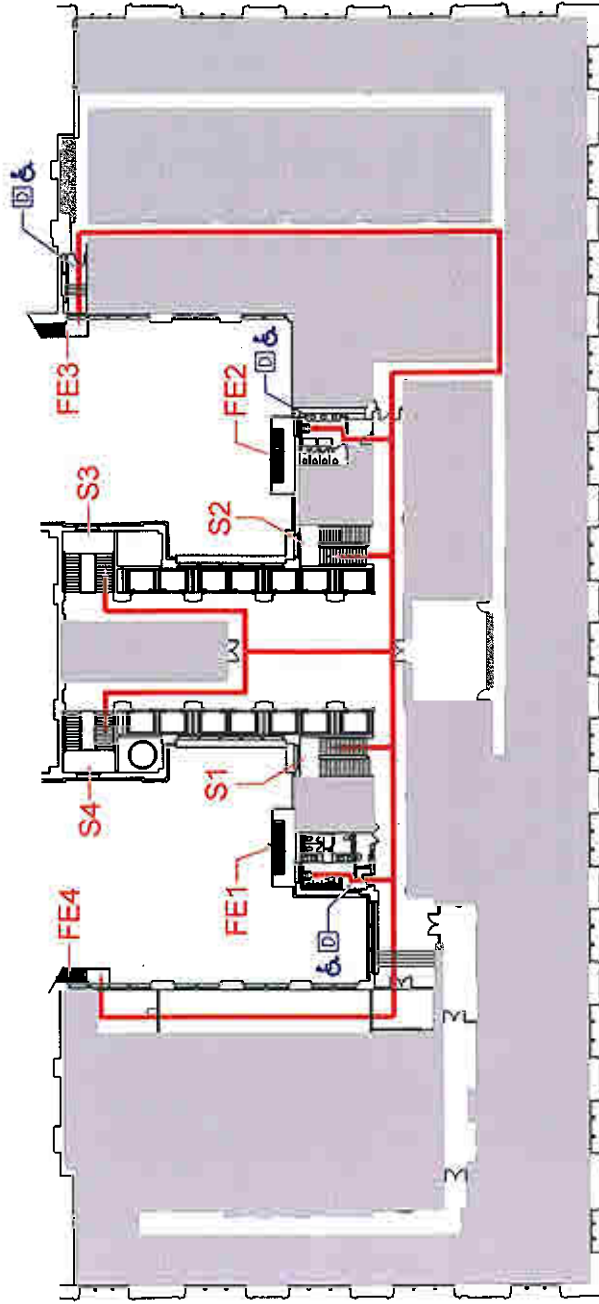
	-BASE FLOOR PLAN WALLS
	-ECCO VAULT/CLOSET
	-ELEVATOR (AVAILABLE)
	-ELEVATOR (UNAVAILABLE)
	-EVACUATION ROUTE
	-FIRE EXTINGUISHER
	-STAIRWAY IDENTIFICATION
	-STANDPIPE
	-DRESS STATION
	-ACCESSIBLE "SAFETY" AREA

SECOND FLOOR PLAN



# LEGEND










	-ACCESSIBLE "SAFETY" AREA
	-BASE FLOOR PLANNING WALLS
	-CECO VAULT CLOSET
	-DRESS STATION
	-ELEVATOR (AVAILABLE)
	-ELEVATOR (UNAVAILABLE)
	-EVACUATION ROUTE
	-FIRE EXTINGUISHER
	-STAIRWAY IDENTIFICATION
	-STANDPIPE

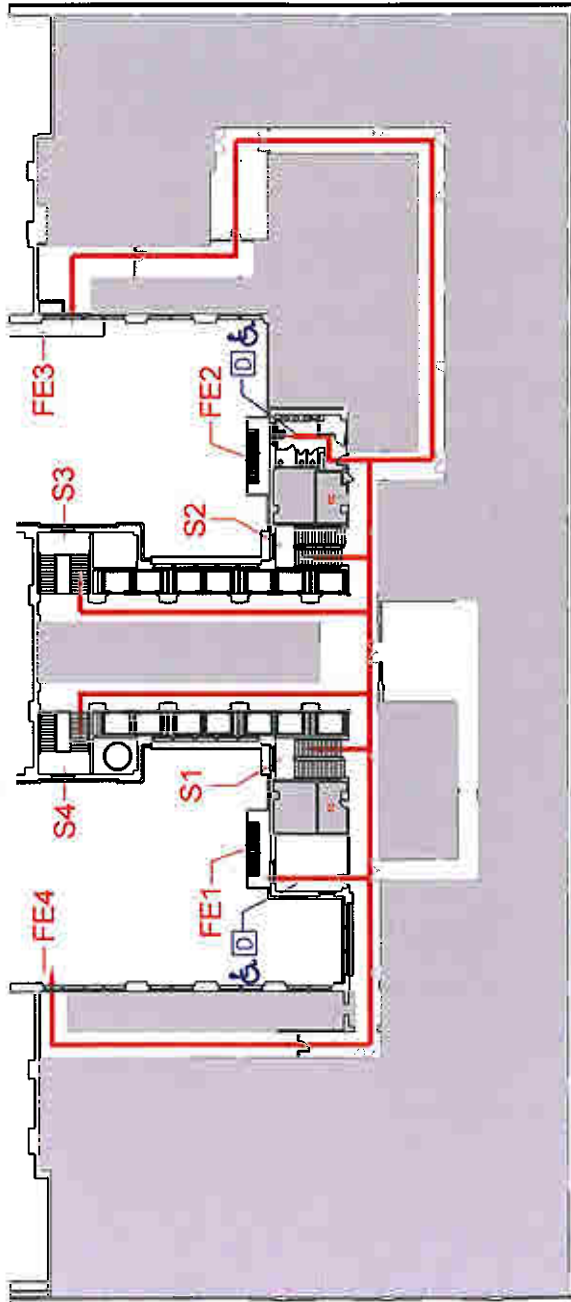


THIRD FLOOR PLAN



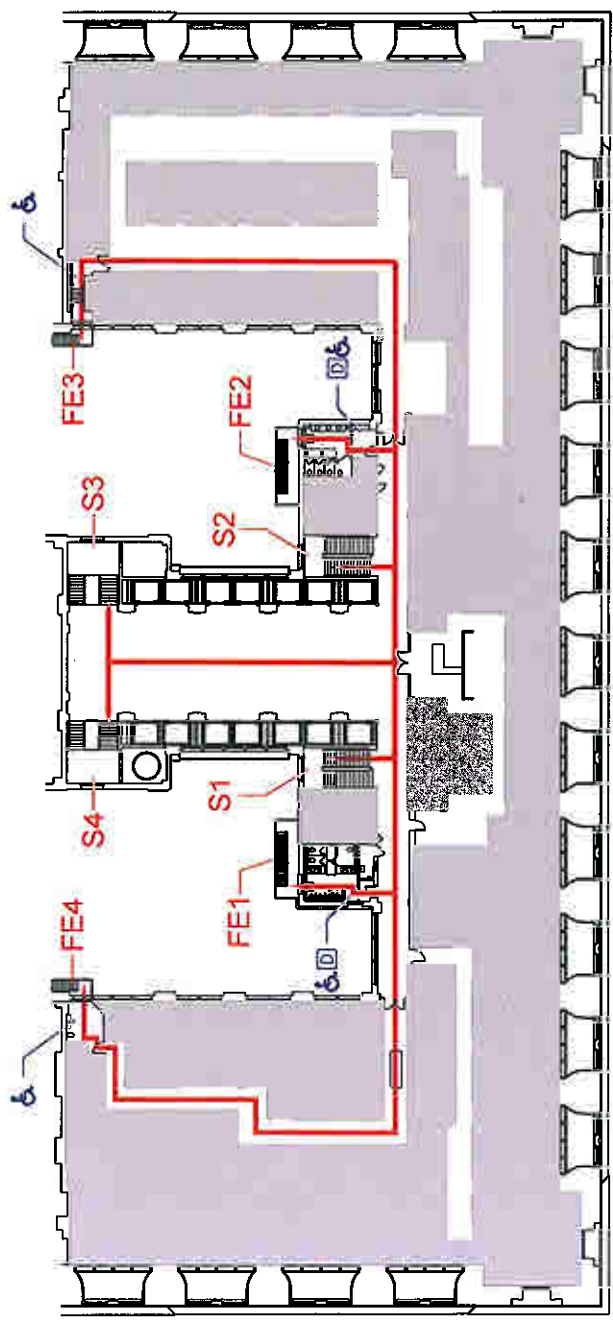
# LEGEND

	-ACCESSIBLE "SAFETY" AREA
	-BASE FLOOR PLAN WALLS
	-CECO VAULT/CLOSET
	-DRESS STATION
	-ELEVATOR (AVAILABLE)
	-ELEVATOR (UNAVAILABLE)
	-EVACUATION ROUTE
	-FIRE EXTINGUISHER
<b>TEXT</b>	-STAIRWAY IDENTIFICATION
	-STANDPIPE



THIRD FLOOR MEZZANINE PLAN



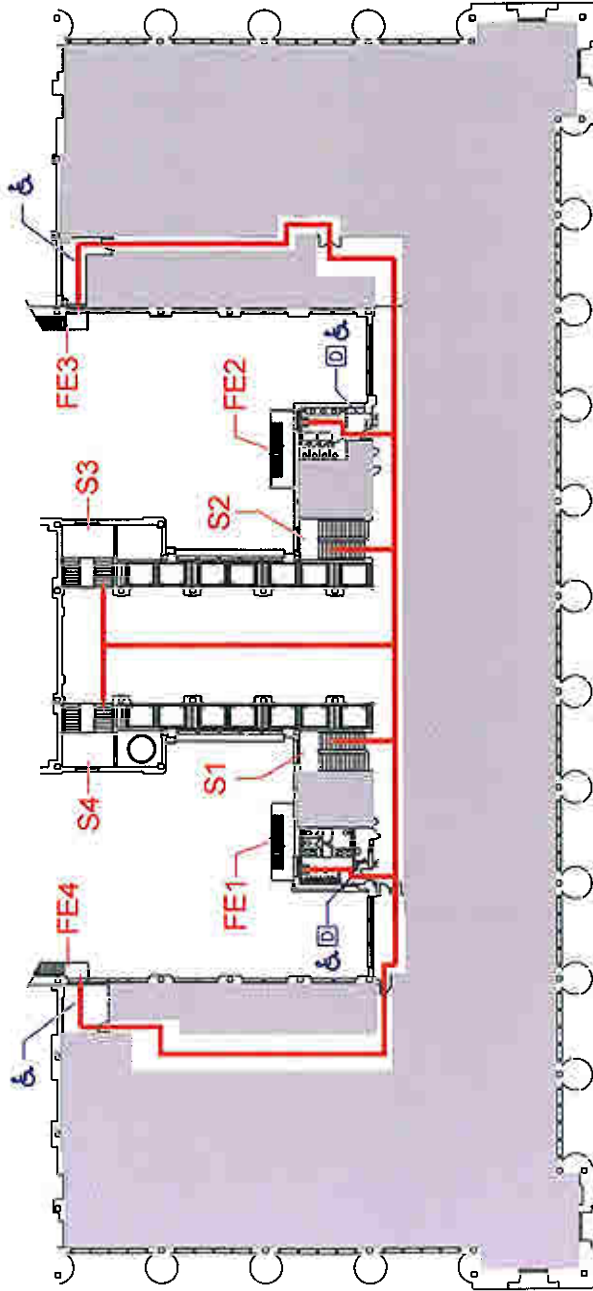


# LEGEND

	- BASE FLOOR PLANWALLS
	- ELEVATOR (AVAILABLE)
	- ELEVATOR (UNAVAILABLE)
	- EVACUATION ROUTE
	- FIRE EXTINGUISHER
	- STAIRWAY IDENTIFICATION
	- STANDPIPE
	- ACCESSIBLE "SAFETY" AREA
	- DURESS STATION

FOURTH FLOOR PLAN











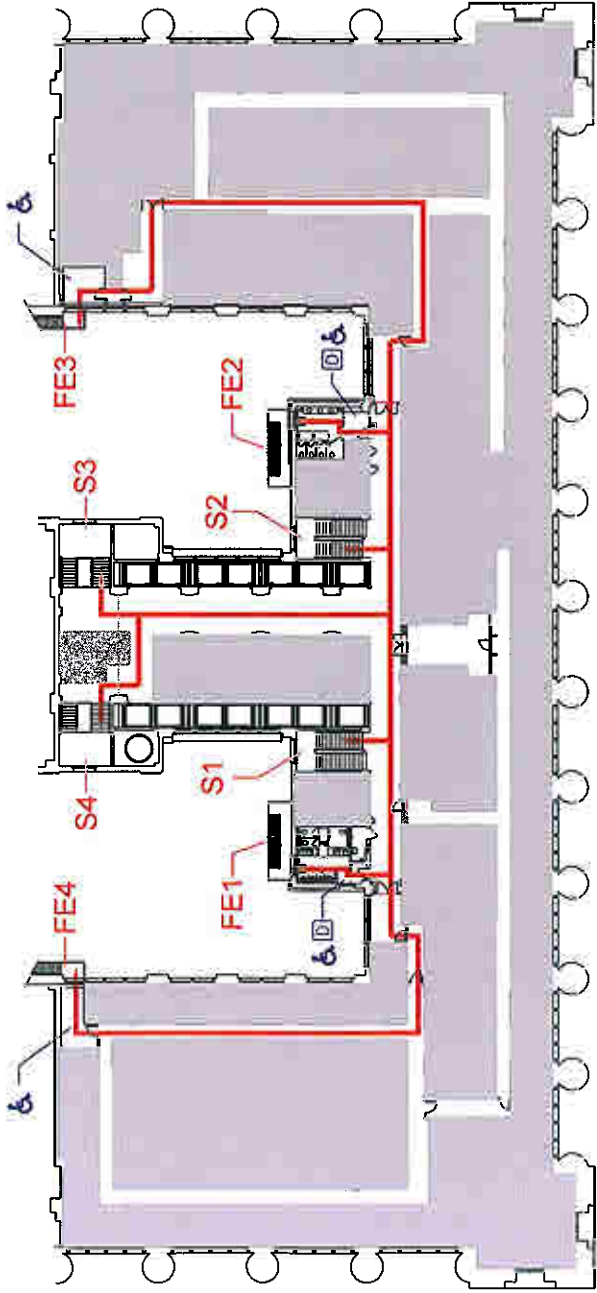


FIFTH FLOOR PLAN



# LEGEND

	-BASE FLOOR PLANNING WALLS
	-ELEVATOR (AVAILABLE)
	-ELEVATOR (UNAVAILABLE)
	-EVACUATION ROUTE
	-STAIRWAY IDENTIFICATION
	-STANDPIPE
	-ACCESSIBLE "SAFETY" AREA
	-DRESS STATION

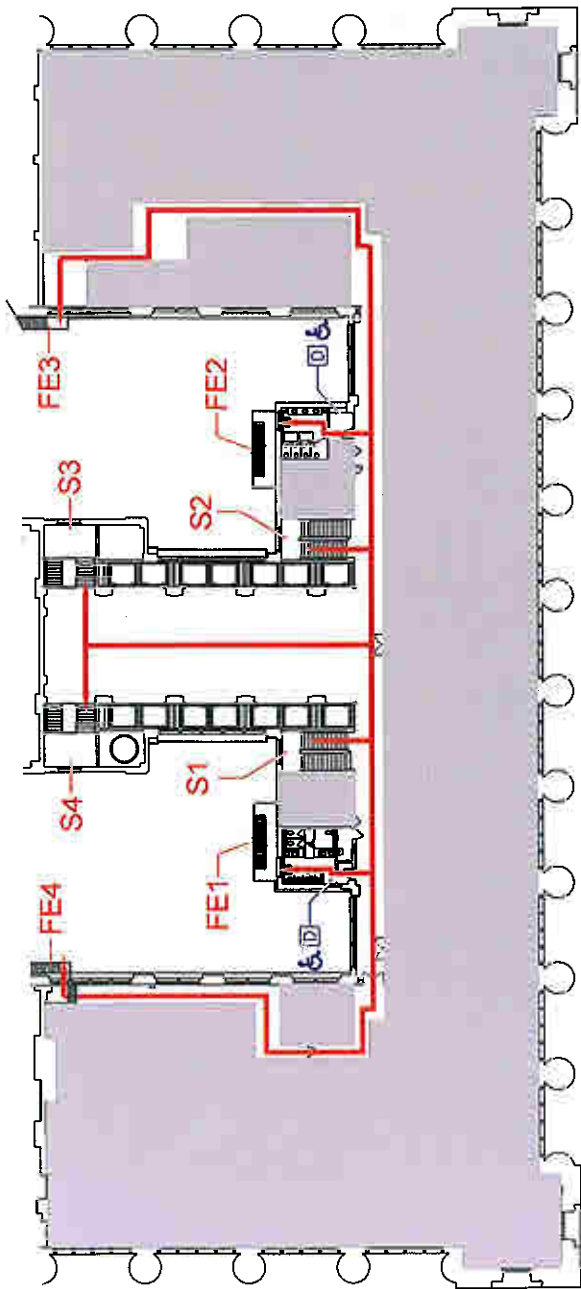


SIXTH FLOOR PLAN













NORTH



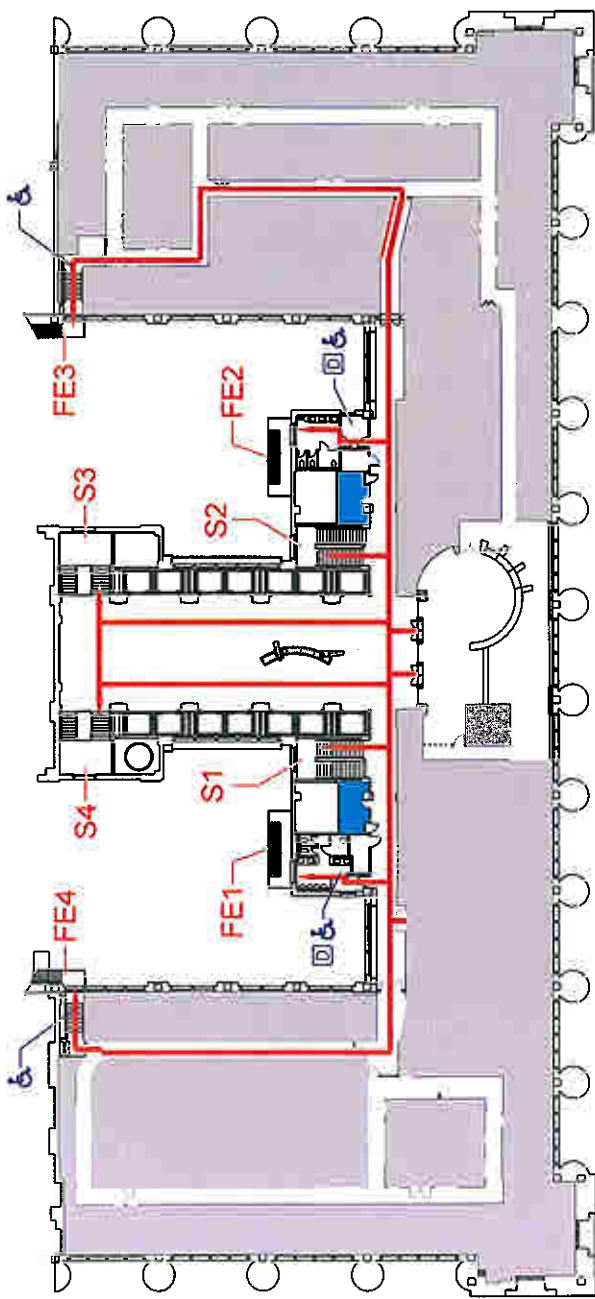


### LEGEND

	-BASE FLOOR PLAN/WALLS
	-CECO VAULT/CLOSET
	-ELEVATOR (AVAILABLE)
	-ELEVATOR (UNAVAILABLE)
	-EVACUATION ROUTE
	-FIRE EXTINGUISHER
	-STAIRWAY IDENTIFICATION
	-STANDPIPE
	-ACCESSIBLE "SAFETY" AREA
	-DURESS STATION

SEVENTH FLOOR PLAN





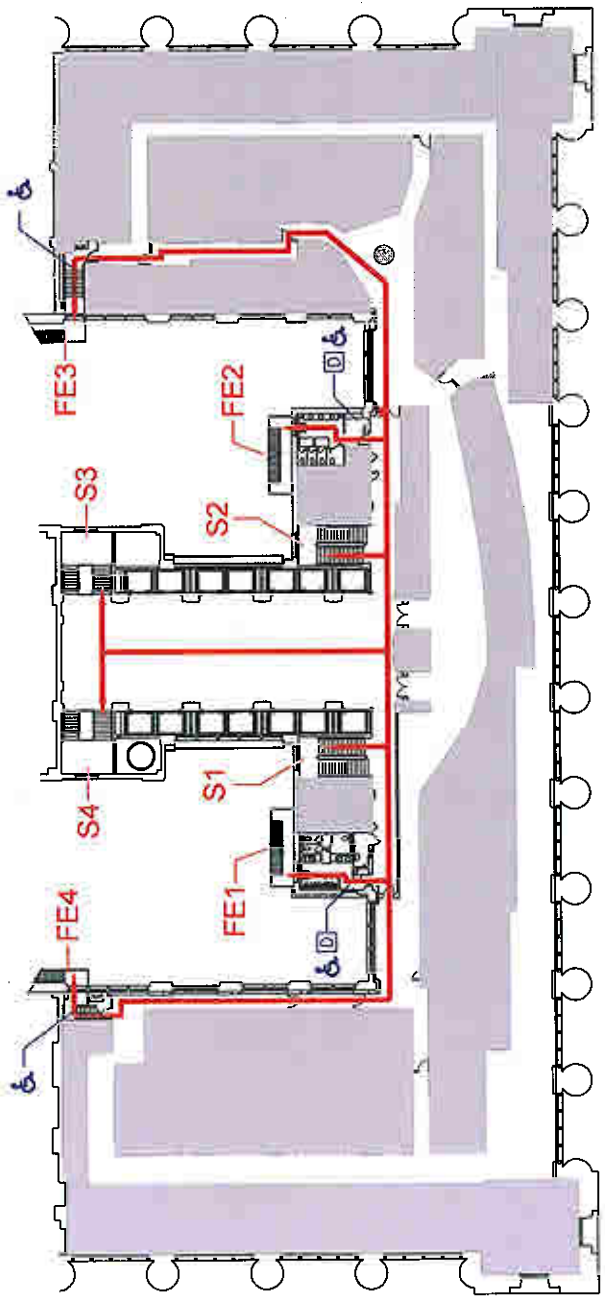
# LEGEND

	-ACCESSIBLE "SAFETY" AREA
	-BASE FLOOR PLAN WALLS
	-CECO VAULT CLOSET
	-DRESS STATION
	-ELEVATOR (AVAILABLE)
	-ELEVATOR (UNAVAILABLE)
	-EVACUATION ROUTE
	-FIRE ALARM ANNUNCIATOR PANEL
	-FIRE EXTINGUISHER
	-STAIRWAY IDENTIFICATION
	-STANDPIPE

EIGHTH FLOOR PLAN



NORTH

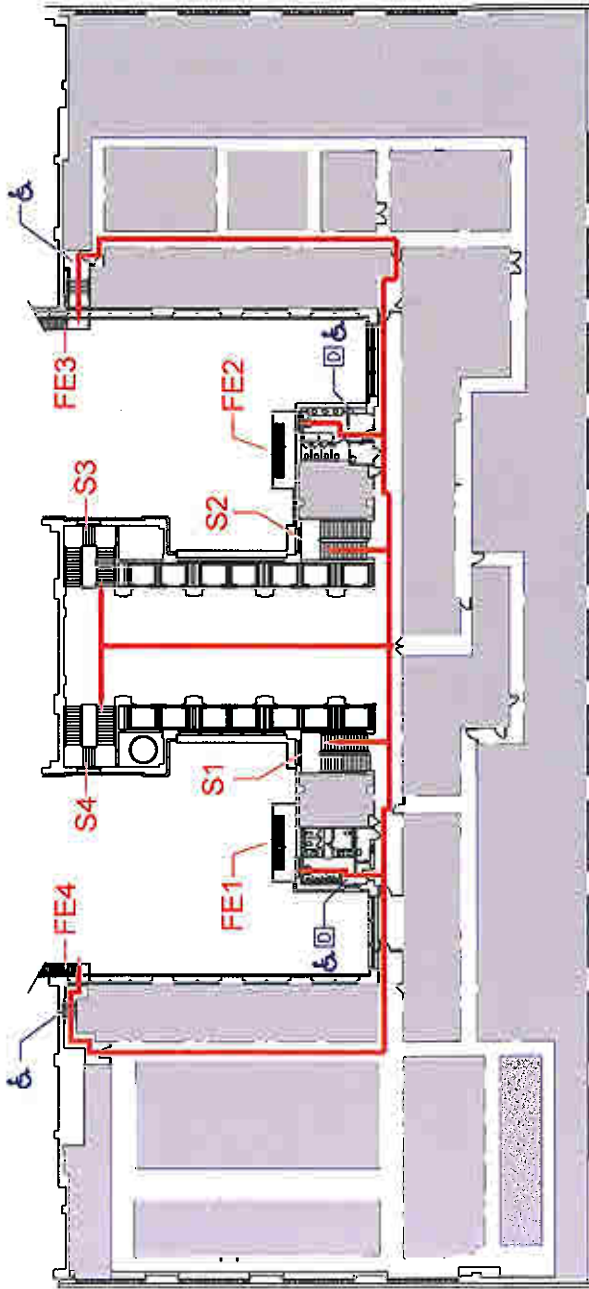


# LEGEND

	-ACCESSIBLE "SAFETY" AREA
	-BASE FLOOR PLAN WALLS
	-CECO VAULTCLOSET
	-DURESS STATION
	-ELEVATOR (AVAILABLE)
	-ELEVATOR (UNAVAILABLE)
	-EVACUATION ROUTE
	-FIRE EXTINGUISHER
	-STAIRWAY IDENTIFICATION
	-STANDPIPE

NINTH FLOOR PLAN



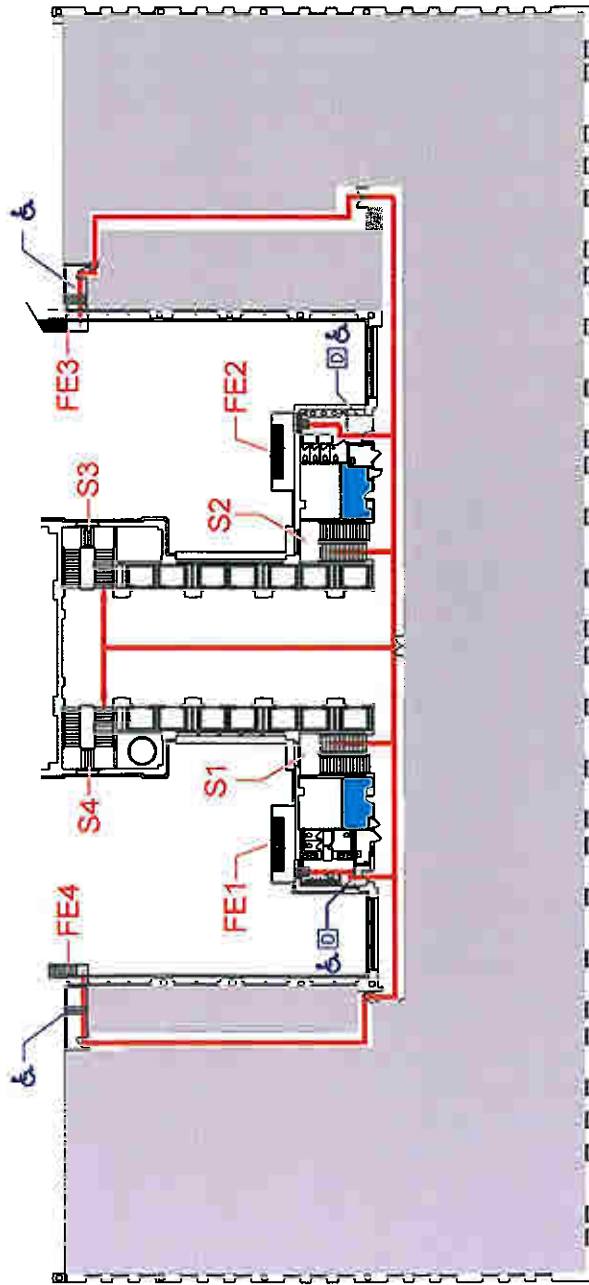


# LEGEND

	- ACCESSIBLE "SAFETY" AREA
	- BASE FLOOR PLANNING WALLS
	- DRESS STATION
	- ELEVATOR (AVAILABLE)
	- ELEVATOR (UNAVAILABLE)
	- EVACUATION ROUTE
	- FIRE EXTINGUISHER
	- STAIRWAY IDENTIFICATION
	- STANDPIPE

TENTH FLOOR PLAN





### LEGEND

—	-BASE FLOOR PLAN WALLS
■	-CECO VAULT CLOSET
■	-ELEVATOR (AVAILABLE)
■	-ELEVATOR (UNAVAILABLE)
—	-EVACUATION ROUTE
■	-FIRE EXTINGUISHER
TEXT	-STAIRWAY IDENTIFICATION
—	-STAIRPIPE
■	-DRESS STATION
♿	-ACCESSIBLE 'SAFETY' AREA

ELEVENTH FLOOR PLAN



NORTH

CITY HALL EMERGENCY TEAM

FLOOR	DEPARTMENT	AREA WARDEN	ASST AREA WARDEN
11 <sup>th</sup>	Zoning and Land Use	Nikki Bravo 744-7709	Angela Cannon 744-9610 John Schneider 744-7935
11 <sup>th</sup>	Human Resources	Odell Brown 744-0534	Rod Thomas 744-4962
10 <sup>th</sup>	Community Dev.	Anna Booth 744-0880 Maria Lotho 744-0895	Stacy Haskin 744-6273 Brian O'Donnell 744-0878
9 <sup>th</sup>	Zoning and Land Use	Mary Reblin 744-5765	Jennifer Randall 744-3512
9 <sup>th</sup>	Buildings	Gerald Pascazio 744-6575 Ed Doherty 744-8146	Debra Vallone 744-8876 Asif Rahman 744-7697
8 <sup>th</sup>	Business Affairs	Lamanda Wilson 744-5407	Marsha Chism 744-6101
8 <sup>th</sup>	Special Events	Anna Gazzì 744-9676 Rogelio Cerritos 744-0574 Mike Mikuta 744-5367	John Trick 744-7431 Tom Gray 744-6517 Dan Hines 744-7834
7 <sup>th</sup>	Streets & San	Bill Matela 744-4571 Tom Cahill 744-5557 Jim Crocker 744-4677	Brian Gabriel 744-4589 Lisa Clark 744-4667
6 <sup>th</sup>	Budget & Mgmt	Karen Lee 744-9627 Carol Hamburger 744-8982	Mari Zurek 744-1000
6 <sup>th</sup>	Law	Patt Moser 744-1826	Maxine Berkley 744-0200
5 <sup>th</sup>	Mayor's Office	Ray Orozco 744-6846 Pat Harney 744-4310 Jodi Kawada 744-7047	Shirley Evans 744-9559 Jackie Carpenter 744-2170
4 <sup>th</sup>	Mayor's Office	Mary Pat Slattery 744-6501 Jennifer Martinez 744-7736	Dan Gibbons 744-7092 Pat Carey 744-7415
4 <sup>th</sup>	Procurement	Richard Butler 742-4500 Tina Sherrod 744-9757	Edward Anderson 744-6118 Terrence Glavin 744-0851
3M	Graphics	Jennifer Rogers 744-2102	Alberto Ferrari 744-9591
1 <sup>st</sup>	City Treasurer	Mark Mitrovich 742-1852 Bill Thanoukos 744-8422	Michael Walsh 742-1853 Betty Torres 742-1933
1 <sup>st</sup>	Revenue	Christine Haynes 744-9481	Mohammed Adeni 744-2927
1 <sup>st</sup>	City Clerk	David Tabor 744-0288	Larry McPhillips 744-6625