

FIRE AND LIFE SAFETY MANUAL

**HIGHLAND LANDMARK III
3010 Highland Parkway
Downers Grove, Illinois**

Fire Drill

In the event of a fire drill, everyone must evacuate immediately. There are NO exceptions. **Do not take any drinks down the stairwell with you.** They can become a safety hazard for others if something is spilled. If you are not at your desk, do not return to your desk. Proceed immediately to the nearest stairwell. We are expected to evacuate in less than 5 minutes so it is important that everyone respond immediately.

Evacuation Process

In the event of a fire drill or evacuation due to a fire or other emergency, all employees located in Suite 200 should exit the nearest door and go down the nearest stairwell. If you are in an office or conference room, the last person to leave the room should close the door. There are 2 stairwells. The East Stairwell is located next to the exit door in the Sales area. The West Stairwell is located near the exit door in the small kitchen. Employees using the East Stairwell should proceed thru the lobby and out the front door. Employees using the West Stairwell should proceed out the back hallway to the parking garage. Everyone should assemble on the south side of the garage on the 2nd level. See Map attached.

East Stairwell (down the stairs, thru the lobby and out the front door)

Sales

Accounting

Client Services

Marketing

West Stairwell (down the stairs, thru the back hallway to the parking garage)

Reception

Recruiters

Search

IT/Help Desk

Please do not loiter outside the front of the building or near the exit doors to the parking garage. It is important that everyone assemble in our designated area in the parking garage as indicated on the attached Map. The Assistant Captains (Anna and Brad) will let you know when it is ok to return to the office.

Existing Programs, Systems and Equipment

Let's first discuss what programs have been initiated and what systems and equipment have been installed to protect the Tenants of Highland Landmark III.

Some of the **Programs** that have been initiated are as follows:

- Annual fire drills, with the assistance of a representative of the Downers Grove Fire Department.
- At tenant's request, Fire safety seminars conducted by a representative of the Downers Grove Fire Department covering such topics as:
 - proper fire extinguisher use
 - appropriate action to take in the event of a fire
 - duties of the *Tenant Emergency Response Team*
 - various other facets of fire safety
- This Fire and Life Safety Manual
- Building staff training in the proper use of the building systems and equipment.

The **Systems** are a bit more complex. The following systems have been installed for your protection:

- Emergency lighting in the common corridors, stairwells and elevators, powered by an emergency generator. (This system will provide light for a safe evacuation in the event of a power failure that can be caused by fire or other emergency.)
- Smoke detection in the common corridors and main ventilation fan units, and heat detection in strategic areas to alert us if any smoke or heat has been detected in the building. (This system is monitored within the building by our security officers located in the lobby, as well as a Central Station Alarm company located off-site. This gives us double protection as two different people will call the fire department in the event of an alarm.)

- **One-way voice and alarm system with speakers in all tenant spaces, common corridors, stairwells, washrooms and elevators. (This system allows the security officer in the lobby, building management and/or the fire department to communicate with our Tenants and provide instructions on what to do in an emergency.)**

It should be noted that these systems are not required in this building by the Village of Downers Grove. The Ownership has taken it upon itself to install these systems for your protection.

The following Equipment has also been installed:

- **Fire hose connection strategically located on the northern side of each floor and in each stairwell of every floor.**
- **ABC fire extinguishers, which can be used on all types of fires (paper, flammable liquid or electrical) are located in each stairwell on each floor.**

Evacuation Procedure

In the event of a fire or other emergency it may become necessary to evacuate your office. The following is the procedure recommended by the Downers Grove Fire Department.

- If you are made aware of an emergency situation, alert members of *your Tenant Emergency Response Team* of the need to evacuate and proceed to move all employees, visitors and any other tenants on your floor to the stairwells. Members of the *Tenant Emergency Response Team* are provided with whistles to assist them in alerting others in the event of an emergency; however, if you are made aware of the emergency first, do not be shy, use a loud voice to alert others!
- Do not use elevators.
- Depending on which floor the fire has been found, you will be instructed to evacuate to the 5th floor below the fire floor at which point you will exit the stairwell. (This is done so that the floors surrounding the fire floor are evacuated and the stairwells remain relatively free of people allowing the firemen to ascend the stairs without interference. The Downers Grove Fire Department recommends that 3 floors above the fire floor, the fire floor, and 4 floors below the fire floor be evacuated in a high-rise office building fire.)
- Remain in your assigned tenant designated area until the fire department issues further instructions. Refer to the map on the following page for Section locations.

You will find a description of the responsibilities of the *Tenant Emergency Response Team* on the following pages.

Fire Evacuation

Fire Drill

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Tenant Emergency Response Team

Debbie Patterson

Tom Daniel

Tim Freeman

Brad Rejniak

Anna Kincius

Olivia Stanger

Patti LeTourneau

Mike Magnesen

SECTION 1: 2ND LEVEL



SAP
CITRIX
CORVEL
KEYLIMETIE
BASTIAN

SECTION 2: 2ND LEVEL



NEW YORK LIFE
ITELLIGENCE
SCOLAR
OFFICITE

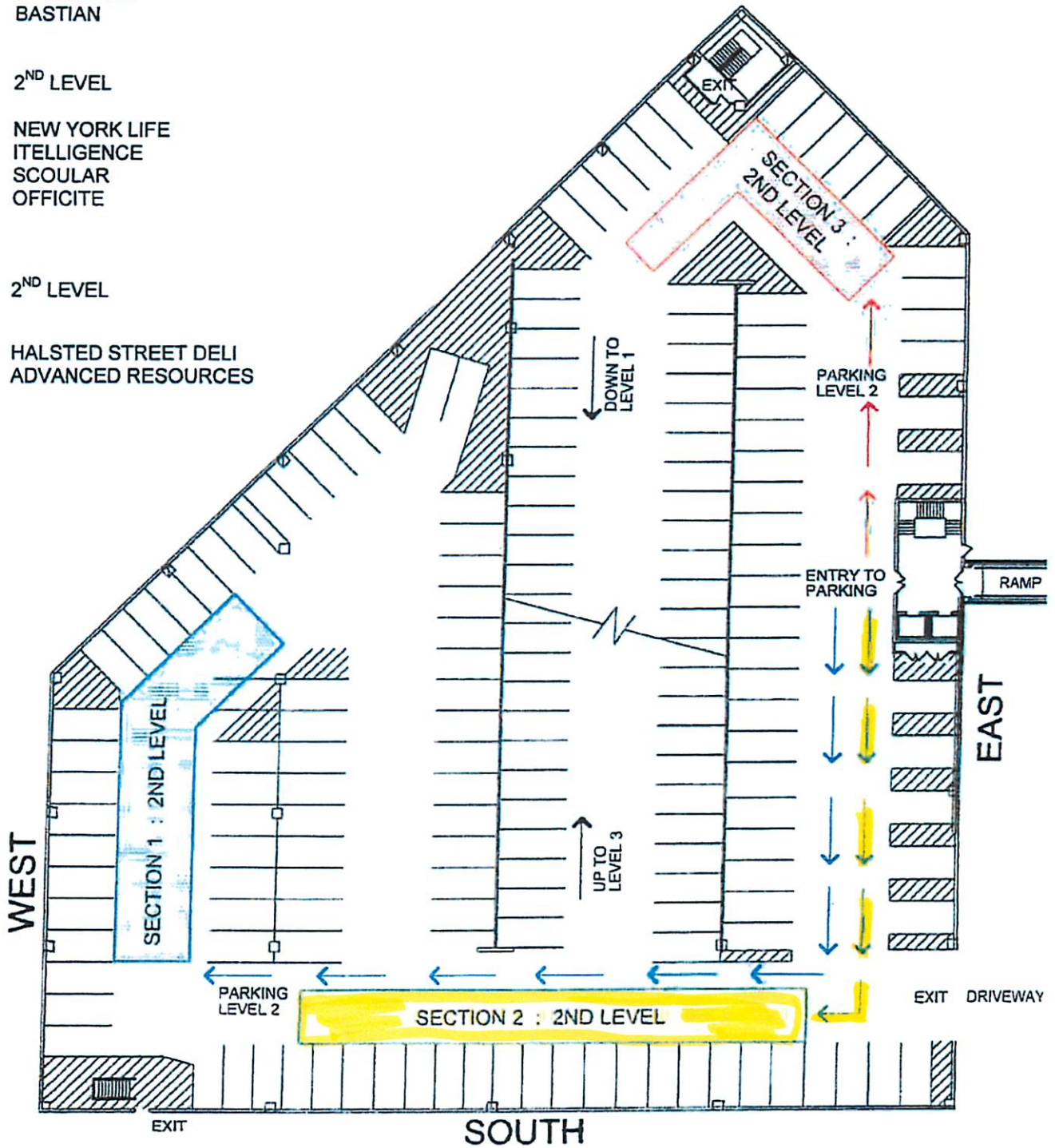
SECTION 3: 2ND LEVEL



HALSTED STREET DELI
ADVANCED RESOURCES



NORTH



FIRE ALARM
 TENANT ASSEMBLY AREA IN PARKING STRUCTURE
 HIGHLAND LANDMARK III



Downers Grove Fire Department Recommendations for Evacuation

Please remind all tenants on your floor to remember the following key behaviors when evacuating from your facility.

- *Everyone* should be aware of the closest pull station, fire extinguisher and *both* stairwells from their floor.
- Leave immediately when the alarm sounds. Do not take the elevators. Do not use revolving doors.
- Do not bring coffee cups or other items with you as you leave the building.
- Close all doors on the way out of the office space, but *do not lock doors*.
- Non-ambulatory persons should seek refuge in the nearest stairwell. Notify them when the drill is finished.
- Stay to the right in the stairwells so firefighters can make their way up on their right.
- *Listen* for the fire department using the voice-override on the alarm.
- Once outside, get *away* from the building. Designate a specific area outside for your tenants to meet.
- Report to your floor contact if anyone is hurt or remaining on your floor.
- For medical calls, please have someone recall the elevator to the first floor and wait for the paramedics.
- Wear the vests

Medical Emergency

If you encounter a medical emergency in your suite, the following should be done:

- Remain calm.
- Try to obtain as much information as possible:
 1. Person(s) name
 2. Nature of problem
 3. Condition of person i.e. conscious, difficulty breast, chest pain, etc.
- Make the person(s) as comfortable as possible; do not attempt to move the person(s).
- Remain with the victim; call 911.
- Have someone call 911:
 1. State the nature of the emergency
 2. State the building's street address: 3010 Highland Parkway (*not "Highland Landmark III"*)
 3. State your name and floor/suite
 4. State what is being done for the victim, i.e. CPR, etc.
 5. Answer all the questions asked by the 911 Operator
- DO NOT HANG UP UNTIL THE 911 OPERATOR RELEASES YOU.
- Have someone call the Security Desk 630.724.1231 and notify them that an ambulance has been called. Security will take an elevator out of service for the paramedics and meet them in the Lobby.
- If the person(s) are not breathing and/or has no pulse, mouth-to-mouth resuscitation and/or CPR should be performed. Ask if someone is trained to administer CPR.

Tornado

There are two designations placed on a tornado: a **Watch** and a **Warning**.

- A Tornado **Watch** indicates 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** the following will occur:

- Whoever is made aware of the threatening weather should notify his or her management, as well as the building management. It will be up to your management to inform you and the rest of its employees of the **Watch**.
- Once you have been notified of the **Watch** you should do the following:
 1. Immediately close the blinds in your office
 2. Once this is accomplished stay away from windows
 3. Remain at your normal workstation
 4. If you have a battery operated radio, tune to a station that gives weather updates
 5. If possible, you should remain in the building until the weather has cleared

In the event of a Tornado **Warning** the following will occur:

- Alarm will be activated through the Emergency One-Way Voice Communication System (The sound you will hear is a "whooping" sound, followed by instructions and then again by the "whooping" sound.)
- Move away from the perimeter of the building (windowed areas) toward the center of the building, and close the doors behind you
- *Emergency Response Team* members should direct fellow employees, visitors and other Tenants toward corridors, stairwells and elevator lobbies
- *Do not* use elevators
- Protect yourself by placing your head close to your knees and covering

your neck with your hands

- **Remain in this designated area until an "all-clear announcement has been made by a member of the building staff or your management**
- **If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair**
- **Once the "all-clear" has been announced and everyone has returned to their work station or other designated area, *Emergency Response Team* members should assist management in accounting for all employees**
- **If anyone has been injured, *Emergency Response Team* members should assist where possible and call the emergency numbers provided in this manual for further assistance**
- **If any portion of the building has been damaged in your area notify the building management immediately**

Earthquake, Power Failure, Flood

Aside from the other emergencies mentioned in this manual, there are a few other weather and human-error related conditions that may potentially arise ranging from *Earthquakes* to *Floods* to *Power Failures*. In this part of the country it is highly unlikely that we would be directly affected by a *Hurricane*, although the potential of an *Earthquake* is remotely possible. And, of course, we all remember the effects of the Great Chicago Flood. But of all of these potential catastrophes, probably the one we fear most is a *Power Failure* since it directly affects our work.

In any event, our primary concern should be the appropriate *common sense* steps to take in the event any of these conditions occur. The following are steps that have been suggested by the experts:

- Stay calm
- Stay away from windows
- Stay off elevators
- In the case of an *Earthquake*, the safest place is under a strong desk or in a doorway
- In case of a *Flood*, *Power Failure* or other emergency condition, evacuation may be recommended, depending on the severity of the problem (Remember, even in a *Power Failure*, the emergency lighting will light your way to a safe evacuation through the corridors and down the stairwells.)
- Notify the management of the building of any *Power Failure* since it may only be in your area and may be easily remedied
- If you see any damage to the building as a result of one of these emergency conditions contact the building management immediately
- Above all, listen to those in charge (Firemen, Policemen, etc.) - they have been trained to handle these kinds of situations

Emergency Numbers

The following telephone numbers should be called in the event of an emergency:

Police/Fire:

911

Building Management:

(630) 968-3342

Building Security:

(630) 724-1231