

EMERGENCY CONTACTS
911

SECURITY
312-407-6410

BUILDING MANAGEMENT OFFICE
312-407-6400

Building Website:
www.200wmadison.info

EMERGENCY TEAM CONTACTS:

Floor Warden:

Name: _____

Phone: _____

Deputy Floor Warden:

Name: _____

Phone: _____

My Nearest Exit: _____

My Next Nearest Exit: _____

My Office/Work Space Location: _____

My Offsite Meet Location: _____

**My Company's Shelter in Place
Location:** _____

**PLAN AHEAD: determine an offsite meeting
location or check in procedure in the event of a
full building evacuation.**

**200 WEST MADISON
Emergency Procedures**

IN CASE OF A MEDICAL EMERGENCY

1. Call **911**.
2. Call Building Security at 312-407-6410 to provide A.E.D if necessary.

IF YOU DISCOVER SMOKE OR FIRE

1. Call **911**. Give the building address 200 West Madison, the floor number, and exact location of the smoke or fire.
2. Call Building Security at 312-407-6410. Give the floor and exact location of the smoke or fire.

IN THE EVENT OF SEVERE WEATHER/TORNADO

1. Move away from exterior windows, and prepare to shelter in place
2. Proceed to the building's interior to take shelter in place

DURING AN EVACUATION

1. **Stay CALM.**
2. Listen to the orders given by the emergency evacuation team members.
3. Use the stairways. Do not use the elevators.
4. In case of a fire, feel any door with the back of your hand. Do not open any doors that are too hot to touch.
5. Close all doors behind you to help contain fire and smoke. Do not lock the doors.
6. If smoke is present, stay as close to the floor as possible.

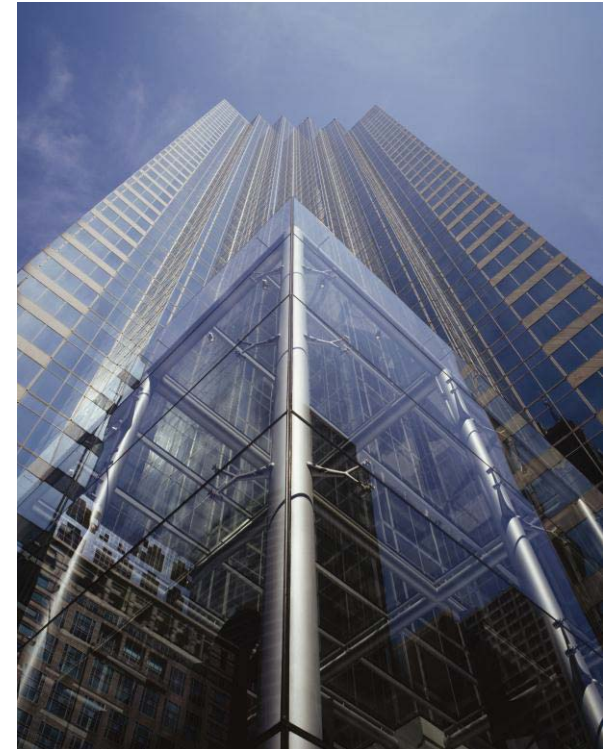
IF ALL ESCAPE ROUTES ARE BLOCKED

1. Move as far away from the fire as possible, close all doors between you and the fire.
2. Stuff clothing or other material around ventilation ducts and cracks in doors to prevent smoke from penetrating the room.
3. Call **911** and give the building address 200 West Madison, the floor number you are on, and where on the floor you are.

PERSONS WHO REQUIRE RESCUE ASSISTANCE

1. Report to your designated Area of Rescue
2. If evacuating, report to the stairwell with the Evacuation Assistant.
3. The Evacuation Assistant will advise the Floor Warden if further rescue assistance is needed from the Fire Department or Building Staff.

**Distribution of
Information**



August 15, 2012

