

200 WEST MADISON

CITY OF CHICAGO HIGH RISE EVACUATION ORDINANCE

Please complete **ONE** form per each floor and suite your company occupies.

GENERAL INFORMATION

TENANT NAME: _____ FLOOR: _____ SUITE NUMBER: _____

OFFICE PHONE NUMBER: _____ TOTAL NUMBER OF DESKTOP TOWERS: _____

TOTAL NUMBER OF EMPLOYEES: _____ TOTAL NUMBER OF LAPTOPS: _____

NUMBER OF DAYTIME OCCUPANTS (7:00AM-7:00PM): _____ DO YOU HAVE A PACKAGE UNIT?: _____

NUMBER OF EVENING OCCUPANTS (7:00PM-7:00AM): _____

COMPANY'S OFFSITE MEETING LOCATION: _____

OCCUPANTS IN NEED OF ASSISTANCE

TOTAL NUMBER OF SELF-IDENTIFIED INDIVIDUALS THAT REQUIRE ASSISTANCE IN AN EMERGENCY: _____

Please attach a floor plan to identify the location of each occupant.

1. NAME OF INDIVIDUAL REQUIRING ASSISTANCE: _____ LOCATION: _____

TYPE OF ASSISTANCE REQUIRED: _____ PHONE NUMBER: _____

NAME OF DESIGNATED EVACUATION ASSISTANCE: _____ PHONE NUMBER: _____

2. NAME OF INDIVIDUAL REQUIRING ASSISTANCE: _____ LOCATION: _____

TYPE OF ASSISTANCE REQUIRED: _____ PHONE NUMBER: _____

NAME OF DESIGNATED EVACUATION ASSISTANCE: _____ PHONE NUMBER: _____

3. NAME OF INDIVIDUAL REQUIRING ASSISTANCE: _____ LOCATION: _____

TYPE OF ASSISTANCE REQUIRED: _____ PHONE NUMBER: _____

NAME OF DESIGNATED EVACUATION ASSISTANCE: _____ PHONE NUMBER: _____

4. NAME OF INDIVIDUAL REQUIRING ASSISTANCE: _____ LOCATION: _____

TYPE OF ASSISTANCE REQUIRED: _____ PHONE NUMBER: _____

NAME OF DESIGNATED EVACUATION ASSISTANCE: _____ PHONE NUMBER: _____

Please inform the Office of the Building if any changes or updates to the above information occur.

200 WEST MADISON BUILDING FIRE TEAMS

Each Tenant is REQUIRED to provide the following information:

EVACUATION TEAM/PERSONNEL

ROLE	NAME	PHONE NUMBER	ALT. PHONE NUMBER	FLOOR
FLOOR WARDEN				
ASST. FLOOR WARDEN				
SEARCHER 1				
SEARCHER 2				
STAIRWELL MONITOR 1				
STAIRWELL MONITOR 2				
ELEVATOR MONITOR 1				
ELEVATOR MONITOR 2				
EVACUATION ASSISTANT				
ALTERNATE 1				
ALTERNATE 2				

DESCRIPTION OF ROLES

FLOOR WARDEN, (1) per floor: Assigns and directs floors' evacuation team, ensuring emergency team members are performing their assigned position. Maintain and up-to-date floor roster in an emergency situation to the Fire Safety Director and Deputy Fire Safety Director (members of the Building Management Team).

ASSISTANT FLOOR WARDEN, (1) per floor: Assists the Floor Warden, and takes over the Floor Warden's responsibilities should the Floor Warden be absent.

SEARCHERS, (2) per floor: Responsible for searching the entire office space and common area restrooms, storage rooms, etc. on their floors. Closes every interior office door, without locking, to signify the room has been searched. (Tip: mark a searched room by leaving a post-it on the closed door)

STAIRWELL MONITOR, (2) per floor: Assists in the orderly evacuation to stairwells on your respective floor. There will be one stairwell monitor per stairwell.

ELEVATOR MONITOR, (1) per floor: Monitors the elevator lobby of their respective floor, to ensure no one uses the elevators during the evacuation (unless otherwise directed by the Fire or Police Department). Directs personnel to appropriate stairwell.

EVACUATION ASSISTANT, (2) per floor: Assists in the evacuation of an individual who may need assistance in traveling to and down the stairwell to the safety location.

ALTERNATE FIRE TEAM MEMBERS: Members that will be cross trained and available to assist in each role should a Team Member be absent in the event of an emergency.