

## EMERGENCY CONTACTS

911

### SECURITY

312-407-6410

### BUILDING MANAGEMENT OFFICE

312-407-6400

### Building Website:

[www.200wmadison.info](http://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 Company's Offsite Meeting Location:  
\_\_\_\_\_

My Company's Shelter in Place Location:  
\_\_\_\_\_

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

## 200 WEST MADISON Emergency Procedures

### IN CASE OF A MEDICAL EMERGENCY:

1. Call the Chicago Fire Department at **911**. Give the building address 200 West Madison, the floor number, and where you are on the floor.
2. Call Building Security at 312-407-6410. Give the floor and exact location of where you are.

### IF YOU DISCOVER SMOKE OR FIRE:

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

### IN THE EVENT OF SEVERE WEATHER/TORNADO:

1. Move away from exterior windows, and prepare to shelter in place. Listen for instruction from building management.
2. Proceed to the building's internal stairwells to take shelter in place.

### DURING AN EVACUATION:

1. **Stay CALM!**
2. Listen to the orders given by building management and the emergency evacuation team members.
3. Use the stairwells. **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.

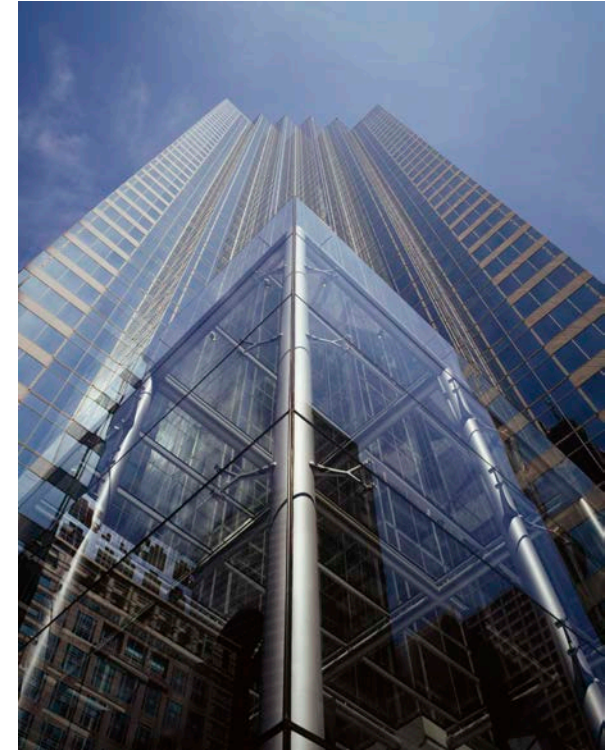
### IF ALL ESCAPE ROUTES ARE BLOCKED:

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. Wait by the Stairwell Entrance for Assistance.
2. When everyone has left the floor, enter 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.
4. Building Staff or a Firefighter will arrive to provide rescue assistance when alerted by the Floor Warden.

## DISTRIBUTION OF INFORMATION



200 WEST MADISON

