

300 East Randolph

Fire & Life Safety Handbook



Table of Contents

- I. Introduction
- II. Life Safety Plan
- III. How to Contact Security & Safety
- IV. Before an Emergency Occurs
- V. Property Description
- VI. Building Emergency Features
- VII. Emergency Response Teams
 - Floor Captain
 - Search Monitor
 - Exit Monitors
 - Elevator Monitors
 - Persons Needing Assistance
- VIII. Evacuation
- IX. Interior Isolation
- X. Areas of Rescue Assistance
- XI. Medical Emergencies
- XII. Fire
 - Fire Extinguishers
 - Fire Prevention Tips
- XIII. Bomb Threats
 - Evacuation Procedures
 - Suspicious mail, parcels and unknown substances
 - Suspicious persons
- XIV. Severe Weather

I. Introduction

Building Management and Building Security at 300 East Randolph are committed to providing you a safe work environment.

Although security and safety measures are in place, tenants should remain vigilant as emergencies can occur at any moment.

This manual was developed to prepare the tenants of 300 East Randolph to effectively manage and respond to emergencies in the workplace. We encourage you to familiarize yourself with this manual, and to ensure quick access to it.

II. Life Safety Plan

300 East Randolph is a fully sprinklered building; however, contents in the building can be combustible, produce large amounts of deadly smoke and contribute to the spread of a fire. Because of this, it is important that all tenants are aware of the fire detection and suppression systems in the building, and have a thorough understanding of the Tenant Emergency Safety Manual.

By constantly being aware of fire risks, the possibility of a fire can be substantially reduced. The following fire prevention measures should be taken by all tenants of 300 East Randolph:

- 300 East Randolph is a smoke-free property. Smoking in the Building or anywhere on the grounds is prohibited.
- Do not allow waste materials to accumulate. If they can't be disposed of in wastebaskets or placed in freight elevator vestibules where they are picked up nightly, call the Building Management Office and we will provide you with large containers and pick them up where they are located.
- All storage will be stacked no higher than 18 inches below sprinkler heads. In no event shall any tenant or visitor be allowed to bring into the Building combustible or flammable liquids such as cleaning solvents, oils, etc. If you are unsure of the contents of a given product, please call the Building Management Office.
- Extension cords shall not be used as a substitute for fixed wiring, or to run through doorways, windows, or other openings. Multi-plug adapters, hotplates and electric appliances shall not be used in Tenant workspaces. All electrical equipment should be turned off prior to leaving the Building. When observing electrical boxes without covers, exposed electrical wire or electrical cords that are warm to the touch, call the Building Management Office. Tenant will not use any method of heating or air-conditioning other than that which is supplied by the Building Owner, including electric fans and space heaters. Tenant will comply with all safety, fire protection and evacuation procedures and regulations established by the Building Owner or any governmental agency.

- Extinguishers shall be mounted in a conspicuous, easily accessible place, no higher than four (4) feet from the top of the extinguisher to the floor. The distance from any point of origin within your office space to any extinguisher shall not exceed 75 feet. The Building Management Office can arrange for annual service by a reputable licensed company and will be able to help you determine the type and size of the extinguishers needed.

III. How to Contact Security and Safety

In An Emergency

In the event of an emergency, always call 911. After calling 911, dial 312 – 653 – 4444 and describe the emergency. Please do not hang up until the officer ends the call. It is essential Building Security is made aware of a 911 call so they can ensure the emergency professional reach the location of the emergency swiftly.

Non-Emergency Security contacts

- | | |
|-----------------|------------------|
| - Control Room: | (312) 653 – 6560 |
| - Lobby Desk | (312) 653 – 3011 |
| - Dock Security | (312) 653 - 3001 |

IV. Before an Emergency Occurs

- Know which number to call for help
- Know the emergency procedures for the building
- Participate in emergency preparedness drills with Building Security
- Know at least two ways to get out of any area
- Know the locations of all emergency exits, stairwells and stairwell intercoms
- Know who in your area or on your floor is a member of the Emergency Response Team, and understand the role he/she will play in helping to ensure your safety
- Know the location of the safe areas for severe weather emergencies
- Know where to assemble after an evacuation
- Know the location of safety equipment like fire extinguishers

V. Property Description

300 East Randolph is a 57 story office building constructed in two phases; the first phase completed in 1997 and the second and final stage completed in 2010. It consists of a dock and receiving level, one level of parking, retail and Corporate Activity Level below the main lobby, 38 occupied floors, 2 levels of food service and vending on floors CAL and 42, and

mechanical rooms on the 17th, 29th, 30th, 41st, 42nd, 52nd, 53rd, and 54th floors, totaling 1.6 million square feet.

The building is fully equipped with a sprinkler system that functions with a diesel-operated fire pump and a complete smoke evacuation system. A complete floor-by-floor fire alarm system enables fire personnel to identify and locate a fire. The heating, air-conditioning and ventilation systems are designed for a state-of-the-art smoke evacuation system.

The emergency system is powered by a diesel-operated generator and has the capacity of delivering 2500 KVA. The system is designed to power emergency lighting, elevators, fire pumps and the fire alarm system.

VI. Building Emergency Features

The building emergency features are described below:

- Fire Emergency Message
 - If an emergency occurs which requires an evacuation, an announcement will be made via the emergency speaker system by Building Security and/or the local emergency authority
- Emergency Exits
 - The building has two stairwells:
 - The East Stairwell located on the east side, runs through the entire building and exits directly into the main lobby to the east of the Security Desk
 - The West Stairwell located on the west side, runs through the entire building and exits directly into the main lobby to the west of the Security Desk
 - Stairwell floor exit doors and tenant entrance doors are normally locked from the stairwell side. Upon detection of heat, smoke or water flow through the sprinkler system, the stairwell doors will automatically unlock. This will allow access onto any floor in case crossover from one stairwell to another is required.
- Smoke Detectors
 - Smoke detectors are located throughout the building in several of the heating, air conditioning and ventilation system ducts, elevator lobbies, corridors and other common areas
- Sprinklers
 - Located in the ceilings, the sprinkler system is always full of water and is backed-up by a diesel engine operating a pump. Each sprinkler head is activated when its heat responsive element releases at a temperature of approximately 165 degrees Fahrenheit. Each sprinkler head has the capacity of delivering approximately 50 gallons of water per minute.
- Elevators

- Elevators should never be used as a means of exit during a fire emergency. Elevators penetrate all floors that they service. By creating this penetration per floor, a vertical shaft becomes established. As heat from a fire rises (chimney effect), an induction is created in the elevator shaft. If a person enters an elevator that stops on a floor and the doors open, the fire will enter into the shaft due to this induction and attempt to rise up the shaft. Elevators are operated by electricity and if the fire is electric in origin, the power to the elevators may be interrupted causing the elevator to stop with passengers possibly still inside. Induction would still occur and the shaft would fill with smoke, eventually penetrating and filling the cab as well.

VII. Emergency Response Teams

The Emergency Response Team program strengthens the building's ability to address emergencies. Emergency Response Teams include individuals who have volunteered to work together to mount an effective response to sudden emergencies. One team is developed for each floor. Team members are trained in emergency procedures and the use of safety equipment. They must remain calm, react quickly, and exercise good judgment during emergencies.

During all emergencies, all 300 East Randolph personnel are expected to cooperate fully and take direction from the Emergency Response Team and Building Security.

All team members must:

- Know the emergency procedures for their location
- Know evacuation routes, the locations of exits, stairwells, areas of rescue assistance, interior isolation safe areas, and evacuation assembly points
- Know the location of fire extinguishers

Floor Captain

- Floor Captain Responsibilities:
 - The Floor Captain is the team leader and understands the responsibility of each team member. All team members will report their status to the Floor Captain during emergencies. The Floor Captain is responsible for all communication with Building Security.
 - Reports any potential or actual emergency condition to Building Security or the Building Management Office
 - Directs their floor's entire Emergency Response Team, making sure all Emergency Response Team Members are performing their assigned functions
 - Maintains a current emergency evacuation plan
 - Establishes a liaison with Tenant Evacuation Coordinators
- General Knowledge and Training

- Study all of the material covered in this manual
- Ensure that the emergency evacuation/relocation procedures are known to all personnel on the floor
- Instruct employees to physically walk the path from their work area into the appropriate emergency stairwell so that they become familiar with the route
- Maintain a current listing of all people requiring assistance during an emergency situation
- Know the location and operation of the fire extinguishers located on the floor
- Notify Building Management of any changes to the Emergency Response Team
- First Aid/CPR training is highly recommended
- Know the office and stairwell exit route locations
- Make sure all Emergency Response Team Member positions on the floor are filled and provide a roster to Building Management of the people in these positions
- Ensure office and stairwell doors are never blocked
- Duties During an Emergency
 - Wear the designated Floor Captain vest so you are clearly recognizable to employees, building staff, and emergency personnel
 - Direct the floor's Tenant Emergency Response Team Members and assist floor occupants to the relocation floor under the direction of Building Security or fire department
 - If necessary, designate a "Buddy System" to aid in evacuation of people needing assistance to the appropriate escape route
 - Assign alternate personnel for Tenant Emergency Response Team Member positions that are absent during an evacuation
 - Alert Emergency Response Team Members of potential emergencies
 - Maintain communications with key personnel within the building during time of emergency
 - Ensure that all team members are informed when the floor's evacuation is complete so that they may evacuate
 - Take attendance on the relocation floor and notify Fire Department and/or Building Security if anyone is missing

Search Monitor

- Search Monitor Responsibilities
 - Search Monitor should be thoroughly familiar with the layout of their area of responsibility. During emergencies, Search Monitors are responsible for finding and evacuating all personnel, while ensuring all doors in the area are closed.
 - Ensure the evacuation of personnel from their office space
 - Assist in the evacuation of common area washrooms, storage rooms, etc.

- Inspect the premises to ensure everyone has evacuated and that all interior doors are closed
- General Knowledge and Training:
 - Know the general layout of the offices within the suite and the common areas of the floor, including the location of all offices and stairwell exits
 - Know the evacuation procedures outlined in this manual
 - Know the location and operation of fire extinguishers located on the floor
 - First Aid/CPR training is highly recommended
- Duties During An Emergency
 - Wear designated Search Monitor vest so you are clearly recognizable to employees, building staff and emergency personnel
 - Work under the direct supervision of Area/Floor Captain
 - Search Monitors should begin from a common starting point and move in opposite directions to cover all areas of the space
 - Calmly advise all personnel to move to the nearest stairwell exit, making sure this procedure is orderly and efficient
 - Check all washrooms, kitchenettes, conference rooms, reception areas, storerooms, and all remote areas to confirm that all personnel are evacuated
 - Work with persons needing assistance to ensure that all people who require assistance are escorted safely out of the space

Exit Monitors

- Exit Monitor Responsibilities
 - Exit Monitors are assigned to a specific emergency exit. During an emergency, the Exit Monitor will assist evacuees through the stairwell exit and/or direct them to alternate stairwell exits, if necessary. The Exit Monitor will ensure that unnecessary items are brought through the stairwell exit (liquids, etc.).
- General Knowledge and Training
 - Know evacuation procedures outlined in this manual
 - Know the location of the stairwells and all exits on the floor
 - Know the location and operation of the fire extinguisher which is housed in the stairwells
 - First Aid/CPR training is highly recommended
- Duties During an Emergency
 - Wear the designated Exit Monitor vest so you are clearly recognizable to employees, building staff and emergency personnel

- Assume position at the assigned stairwell exit and check the stairwell door for heat and the presence of smoke before anyone is allowed to evacuate
- Instruct evacuees to descend the stairs quickly, quietly and hands free
- Maintain order in the stairwell while tenants are evacuating
- If the fire department is ascending the stairwell, direct evacuees to the right side of the stairwell
- Know stairwell evacuation procedures:
 - Stress calmness
 - Limit talking
 - Remove and carry high-heeled shoes
 - Keep stairwell exits clear and keep foot traffic moving
 - Keep hands on stairwell rails
 - Keep drinks and food out of stairwells
- Work under the direct supervision of the Area/Floor Captain and remain at the post until informed that all persons have been evacuated

Elevator Monitors

- Elevator Monitor Responsibilities
 - Elevator Monitors will take position at an assigned elevator bank and are responsible for preventing the use of elevators during an evacuation.
- General Knowledge and Training
 - Know the evacuation procedures outline in this manual
 - Know the location of all passenger elevators on the floor and their identification numbers
 - Know the location of all exits on the floor and of the stairwells
 - Know the location and operation of fire extinguishers located in your area
 - First Aid/CPR training is highly recommended
- Duties During An Emergency
 - Wear designated Elevator Monitor vest so you are clearly recognizable to employees, building staff and emergency personnel
 - Do not allow elevators to be used and redirect evacuees to the nearest emergency exit
 - Is familiar with the building evacuation plan and the location of all stairways
 - Notify Building Security or the Area/Floor Captain if you observe any of the passenger elevators stopping on the floor
 - Stay at your designated post until instructed to evacuate by the Area/Floor Captain

Persons Needing Assistance – Support

- Responsibilities
 - Assigned to individuals who have identified themselves as requiring assistance to evacuate. You will know the limitations of the assigned individual and the method by which he or she must be evacuated. This individual will escort the non-ambulatory individuals to the areas of Rescue Assistance for extraction by the local emergency authority.
- General Knowledge and Training
 - Know evacuation procedures outlined in this manual
 - Know the location of the building's freight elevator
 - Know the location of all exits and stairwells on the floor
 - The Area of Rescue Assistance is the stairwell landing in each stairwell on the floor
 - Know the person who will require assistance during an emergency and the specific type of assistance the person will require
 - First Aid/CPR training is highly recommended
- Duties During an Emergency
 - Individual will escort non-ambulatory individuals to the Area of Rescue Assistance for extraction by the fire department. In the instance when a person with special needs cannot be relocated, the Persons Needing Assistance Support will proceed to the stairwell, notify Security via intercom/radio and wait with the individual until the fire department arrives.
 - Once in the stairwell, contact Building Security via the stairwell intercom, communicate the floor number and stairwell location (east/west). There are signs in the stairwell that display this information.
 - Wait for emergency personnel to arrive and assist with rescue.
 -

VIII. Evacuation

The nature of an emergency may dictate the building population, or a portion of the population, to be relocated to help ensure the safety of its occupants.

During a total evacuation, all building occupants will relocate to the outside. The recommended minimum safe distance to move is approximately 1,200 feet away from the building.

A partial evacuation will only evacuate individuals from areas or floors that are in immediate danger; these are usually conducted when an emergency does not pose a threat to all occupants of the building.

Building staff will notify building occupants of the need to evacuate through an announcement over the public address system.

When the evacuation order is given:

- All personnel must evacuate
- Please remain quiet and follow any instruction provided by Building Staff and emergency personnel
- If possible, bring necessary medications and personal keys. Hands should remain free of items. Wear coats and jackets instead of carrying them. Bags and cases should be carried over the shoulder
- Ensure the immediate area is safe and begin to evacuate. Stop only when directed to by Building Staff or emergency responders
- During a partial evacuation, proceed to the nearest emergency stairwell and descend to the relocation floor given in the announcement. All stairwell doors will unlock and permit re-entry onto any floor so choose an alternate floor if necessary. Remain at this location until further instructions are provided by Building staff or emergency responders
- During a total evacuation, proceed to the nearest safe emergency stairwell and descend to the main lobby. Exit the building and move as far as Michigan Avenue to the west, Wacker Drive to the north, or Monroe Street to the south.
- Occupants may return to the building when it is deemed safe by emergency authorities, and when the Building Staff has given an “all clear”. It is possible that occupants may not be allowed to return to the building until a later date.

IX. Interior Isolation

Interior isolation is a safety measure taken to protect our tenants from hazardous conditions outside of the building, by moving them into designated safe areas. While there are a number of emergencies which may prompt an interior isolation, the most common threat we face is the danger posed by extremely high winds caused by tornados or severe storms.

Building occupants, assisted by tenants' Emergency Response Team (ERT) members, will be directed to move to the safe area which are enclosed rooms or areas with no windows that provide a degree of shelter and safety relative to the general office space. The most common and effective safe areas are the restrooms and emergency stairwells.

Unlike other emergency scenarios, during interior isolations all occupants including the Emergency Response Team members should move to the safe areas simultaneously, as quickly as possible, while assuring that exposed areas of the floors are vacated.

If there is a need for an interior isolation, Building Security will broadcast an announcement via the public address system instructing you to move into the safe areas. However, if the tornado sirens sound, do not wait for an announcement and move to the safe areas immediately.

Follow the procedure detailed here:

1. Always remain calm

2. Quickly proceed to the nearest safe area
3. Be mindful that many others will have to take shelter in the safe area. Once inside, move as far away from the entrance as possible to allow others to quickly enter
4. Protect your head, neck and face with your hands and arms. If available, use a sweater, jacket or other clothing to help
5. Remain quiet and listen for instructions
6. Cooperate fully with the Building Staff, Emergency Response Team, or emergency responders
7. Report any injuries or concerns to the Building Security team, an Emergency Response Team member or emergency responders
8. Remain in the safe area with the door closed until Building Staff or the emergency responders announces the "All Clear" and informs it is safe to return to the work area

If there is no time to move to a safe area, get under a desk or table and kneel down while protecting your head and neck with your hands and arms.

After the storm has passed, the wreckage and debris left behind may be hazardous. Be especially cautious of broken glass.

X. Areas of Rescue

300 East Randolph complies with the Americans with Disabilities Act and has designated areas where persons with special needs or limited mobility may await assistance to evacuate. These areas, known as the Areas of Rescue Assistance, are located on each stairwell landing.

A designated member of the Emergency Response Team will escort those with special needs to the Areas of Rescue Assistance and ensure emergency responders are aware of their location. The fire department knows to check these areas for individuals who may require assistance

Anyone who feels he or she may require special assistance during evacuations should notify Building Management via the tenant contact form. Any condition or ailment which may prohibit one from descending stairs or moving quickly to evacuation exits should be considered. Even if the need is temporary in nature, please consider informing the Building.

Once added to the persons needing assistance list, those requiring assistance should be assigned an Emergency Response Team member to assist them during an evacuation. They should wait in the stairwell with their assigned Team member while the Floor Captain notifies Building Security of their location in the stairwell. The fire department will assist with the evacuation of anyone needing assistance. Please note that the stairwells are the safest place to be in the event of a fire.

XI. Medical Emergencies

If you believe you or someone else may be experiencing a medical emergency, do not hesitate to act. When in doubt, call 911 immediately, then notify Building Security.

1. Call 911
2. Call the Emergency Help Line (312) 653 – 4444 to report the emergency. Please do not hang up until the officer ends the call.
3. Provide the following information to security:
 - a. Name and location of the individual needing assistance (company name, floor, office number, etc.)
 - b. The nature of the emergency and any observed signs and symptoms
 - c. Confirm 911 has been notified
4. Building Security will respond immediately
5. Do not move the individual any more than is necessary for his/her safety
6. Only trained personnel should attempt to aid those who are experiencing a medical emergency

Building Security personnel are certified in first aid, CPR and the use of an automated external defibrillator (AED).

XII. Fire

Although 300 East Randolph is equipped with systems designed to detect a fire, to alert occupants of its presence, and to extinguish it, the threat of fire remains a prevalent concern.

If you smell smoke:

- Remain calm
- Immediately notify Building Security at (312) 653 – 4444 who along with building personnel will investigate the possible origin

If a fire is discovered:

- Remain calm
- Alert coworkers in the immediate vicinity of the fire
- Move to a safe location immediately
- Inform building Security of the fire by telephone or in person

Never attempt to use an elevator during a fire emergency. Upon certain emergency notifications, all elevators will automatically go to the lobby level. City ordinance dictates this procedure and prohibits the use of elevators during fire emergencies other than by the fire department.

If caught in smoke, take short breaths, breathe through your nose and crawl to escape. The air is purer near the floor. Put a cloth (i.e. towel, shirt, etc.) over your mouth, if possible, to avoid smoke inhalation.

Touch all doors with the back of your hand before opening. If it is hot, do not open. If it is cool, open the door slowly and stay behind the door. If heat, smoke or pressure comes through the door, slam it shut and move to the other stairwell exit. Close doors as you leave but do not lock them.

XIII. Fire Extinguishers

During a fire emergency, the safety of our occupants far exceeds the preservation of our property, so it is the expectation of 300 East Randolph that you and those around you move to safety and leave the fire to our systems and professional responders.

However, if you choose to attempt to use a fire extinguisher to put out a **small** fire, for your safety, please follow these instructions:

- You only get a single opportunity. If the fire isn't extinguished on the first attempt with a single extinguisher, evacuate immediately.
- Keep your back to an exit at all times. If this can't be accomplished, do not attempt to extinguish the fire and evacuate immediately.
- With the extinguisher in hand, stand 6 to 8 feet away from the fire
- Follow the P.A.S.S. process:
 - PULL the pin to unlock the operating lever. This will also break the tamper seal, if there is one
 - AIM low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire
 - SQUEEZE the handle to release the extinguishing agent
 - SWEEP from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 – 4.



XIV. Fire Prevention Tips

- 300 East Randolph is a smoke-free property and requires that all individuals adhere to this policy and dispose of all smoking materials responsibly
- Check for frayed or damaged electrical cords
- Do not run electrical cords under carpets or chair pads
- Do not overload electrical outlets
- Do not use space heaters or any other portable heating appliances
- Turn off or unplug appliances when not in use, especially coffee makers
- Do not let trash overflow in wastebaskets or collection areas
- Do not block corridors or stairwells
- Do not prop open stairwell, corridor or other fire doors. If these doors are propped open and a fire occurs, smoke and fire can easily spread throughout the building.
- Never store anything in the stairwells. There should be nothing in the stairwells that can burn or that can restrict traffic flow. Remember, the stairwells are your means of exiting in an emergency.
- Check lighting in corridors, stairwells, and exit signs. Report any malfunctioning lights.
- Store any permitted flammable liquids, oily rags or combustible materials in containers approved by the fire department
- When you leave your office, keep doors closed. In the event of a fire, closed doors will limit the spread of fire and smoke.

XV. Bomb Threats

The most common threat received by businesses today is a bomb threat. Awareness and advance planning will reduce the tension and confusion that may accompany this type of emergency. Bomb threats are usually received by telephone and it is important that any person receiving a bomb threat call be made aware of the importance of transmitting this information only to the proper personnel. Careless disclosure can cause needless confusion. Take any bomb threat seriously.

If you receive a threat by telephone:

- Remain calm
- Note the time and duration of the call
- Make note of the number on the caller ID screen, if available
- Write down the exact words of the caller. Ask the caller to repeat information, if necessary.
- Ask the caller:
 - Repeat the message
 - Who is the caller?
 - At what time will the bomb explode?
 - What type of bomb is it?
 - Where is the bomb located?

- What does the bomb look like?
- What will cause it to explode?
- How was it brought and who brought it into the building?
- Listen for background noises, comments, accents and any other characteristics that may help with the analysis of the call
- When the call is over, notify only your immediate management and Building Security. In order to avoid panic, do not tell anyone else about the call. Provide Building Security with all noted information.

If you receive a written bomb threat, do not handle it any more than necessary and contact Building Security immediately.

Building Security will notify the appropriate local emergency authorities and will coordinate a search to evaluate the credibility of the threat.

Occupants may be requested to assist in a cursory inspection of their area for suspicious objects. The objective of such a search is to quickly seek out items or objects that are foreign to the environment. If you find a suspicious object, **UNDER NO CONDITION OR CIRCUMSTANCES SHOULD YOU TOUCH OR MOVE THE OBJECT IN ANY WAY.** Notify Building Security immediately.

Evacuation Procedures

Should a suspect item be located, you may be evacuated from the suspected area, and also possibly from other floors.

Bomb threat evacuation procedures will be the same as fire evacuation procedures.

After you have been evacuated from a particular floor, you will be advised when to return to your office space by the proper authorities.

You are most familiar with your work area. Be alert to suspicious or strange looking packages, suitcases, etc., located in your area. Again, notify Building Security if a suspect article is found and do not touch it.

Suspicious Mail, Parcels, and Unknown Substances

If a letter or package that contains an unknown substance is retrieved, the proper response is essential to ensure the substance is contained, exposure to individuals is minimized, and the correct resources are summoned to assess the situation.

What to look for:

- Excessive postage or weight
- Handwritten or poorly typed addresses
- Incorrect titles or titles but no name
- Misspelling of common words
- Oily stains, discolorations or odor
- No return address
- Lopsided or uneven envelope
- Marked with restrictive endorsements, such as "Personal" or "Confidential"

- A city or state in the postmark that does not match the return address

What should you do?

- Do not handle or touch in any manner the suspicious substances
- Do not bump or shake the envelope or parcel
- Do not attempt to smell or taste the unknown substance
- Do not try to clean up the unknown substances
- Leave the work area and close the door, or section off the area and keep others from entering
- Notify your supervisor immediately and contact Building Security
- Be prepared to provide the names of individuals who may have come into contact with the suspicious envelope or parcel

Building Security will be responsible for coordinating with local emergency authorities to assess the threat and determine the actions necessary for building occupants.

Suspicious Persons

Only authorized personnel and approved guests of 300 East Randolph are allowed on the property. All personnel in secure areas should display an identification badge. If a suspicious or unidentified person is observed, report the person to Building Security immediately. Provide a complete description of the person, including activity observed and location and direction of travel (if known). Security and Safety personnel will respond and request identification from the suspicious person. If circumstances warrant, Building Security will remove the unauthorized person(s) from the premises.

XV. Severe Weather

It is important to be prepared for threats of severe weather while at work. 300 East Randolph has partnered with a meteorological firm who monitors threatening weather within 5 miles of the building and provides custom alerts based on how the weather may impact the building. In addition, weather radios and other resources are also used to help mitigate the threat of potentially devastating weather.

The emergency management centers of many municipalities use data from the National Weather Service to monitor weather conditions. When a tornado is imminent, the City of Chicago will activate an outdoor warning system and/or another locally controlled broadcast system (such as television, audio/visual overrides) to instruct the population in the affected area to take cover or to evacuate, depending on the threat. Once any local warning system is activated, it is the position of 300 East Randolph to comply with the order of the municipality and immediately execute an Interior Isolation.

Tornados

The National Weather Service issues two types of weather alerts for tornados:

- A tornado watch may be issued when conditions are favorable for the development of tornadoes in the area.

- A tornado warning is issued when a tornado has been sighted or detected by weather radar

If a tornado warning is issued, Building Security will initiate an Interior Isolation.

Floods

The two key elements of flooding are rainfall intensity and duration. Most flooding is caused by slow moving thunderstorms, repeatedly moving over the same area or heavy rains from hurricanes or tropical storms.

The National Weather Service will issue two types of flood alerts:

- A flash flood watch is issued when flash flooding is possible within the watch area
- A flash flood warning is issued when flooding has been reported or is imminent

If these conditions arise, Building Security will alert the management office.

You may be advised to remain in the building. If personal conditions do not allow you to remain in the building, inform your management of your intention to leave and exercise extreme caution when you depart

Winter Weather

Sometimes winter storms are accompanied by winds that create blizzard conditions, severe drifting and dangerous wind chills.

The National Weather Service will issue four types of alerts for winter weather:

- A Winter Weather Advisory means a significant winter storm or hazardous winter weather is occurring, imminent, and is an inconvenience
- A Winter Storm Watch is issued if severe winter conditions are possible – though not imminent – within the next 12 to 36 hours
- A Winter Storm Warning is issued when a significant winter storm or hazardous winter weather is occurring, imminent, or likely and is a threat to life and property
- A Blizzard Warning is issued when winds that are at least 35 mph or greater, blowing snow that will frequently reduce visibility to ¼ mile or less for that area for at least three hours, and dangerous wind chills are expected in the warning area