



Monroe Building Emergency Preparedness Guide

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Introduction

The safety of all occupants is the highest priority at the Monroe Building. This Emergency Preparedness Guide establishes emergency response procedures for tenants, visitors, contractors, and building personnel during emergency situations.

All occupants should:

- Become familiar with emergency exits and stairwells.
- Know the location of Areas of Refuge.
- Understand evacuation and shelter procedures.
- Participate in emergency drills and training.
- Maintain updated emergency contact information.
- Follow instructions issued by Building Management, Security, Fire Department, Police Department, and Emergency Responders.

No emergency plan can anticipate every situation. Occupants should remain calm, assess conditions, and take reasonable actions to protect themselves and others.

Emergency Contact Information

Life-Threatening Emergencies

Call 911 Immediately

Building Management Office

Phone: 312-223-1764

Property Management

Phone: 312-223-1764

Security Desk

Phone: 312-223-1795 or 847-894-7833

Engineering Department

Phone: 312-223-1764

After-Hours Emergency Line

Phone: 312-223-1795 or 847-894-7833

Emergency Response Priorities

When confronted with an emergency:

1. Protect Life
2. Notify Emergency Services
3. Follow Building Instructions
4. Protect Critical Property and Assets
5. Report Conditions to Building Management

Three Emergency Response Options

Evacuation

Leave the building using designated stairwells and proceed to your company's designated assembly area.

Use evacuation when directed by:

- Fire alarm
- Emergency personnel
- Building management
- Life safety announcements

During Evacuation

- Remain calm.
 - Walk, do not run.
 - Use stairwells only.
 - Do not use elevators unless specifically instructed.
 - Assist visitors.
 - Proceed to the designated assembly area.
 - Report missing persons to emergency responders.
-

Relocation

Move to another area of the building away from the hazard.

Examples include:

- Moving several floors below a fire emergency
- Relocating away from a gas odor
- Relocating from a damaged area

Follow instructions from Building Management and Emergency Personnel.

Shelter-in-Place

Remain inside the building when outside conditions are more dangerous than remaining indoors.

Examples include:

- Severe weather
- Civil unrest
- Hazardous material release
- Security incidents

Move to designated interior shelter areas and await instructions.

Fire Emergency

If You Discover a Fire

1. Activate the nearest fire alarm pull station.
2. Call 911.
3. Notify Building Management.
4. Report:
 - Exact location
 - Size of fire
 - Smoke conditions
 - Any injuries
5. Evacuate if directed.

If Fire Alarm Activates

- Remain calm.
- Listen for instructions.
- Be prepared to relocate or evacuate.
- Do not use elevators.

Fire Extinguisher Use

Only use an extinguisher if:

- The fire is small and contained.
- You have been trained.
- You have a clear escape path.

PASS Method

P - Pull the pin

A - Aim at the base of the fire

S - Squeeze the handle

S - Sweep from side to side

Medical Emergency

If Someone Requires Immediate Medical Assistance

1. Call 911.
2. Provide:
 - Building name
 - Floor number

- Suite number
 - Condition of victim
3. Notify Building Management.
 4. Send someone to meet emergency responders.
 5. Retrieve the nearest AED if available.

While Waiting for Responders

- Provide CPR if trained.
- Do not move injured persons unless danger exists.
- Keep the individual comfortable and monitored.

Severe Weather

Tornado Warning or Severe Storm

Move immediately to:

- Interior corridors
- Interior offices
- Restrooms
- Stairwells
- Designated shelter areas

Stay away from:

- Windows
- Glass walls
- Exterior doors

Remain sheltered until an all-clear announcement is issued.

Power Failure

In the event of a power outage:

- Stay calm.
- Emergency lighting and life-safety systems should activate.
- Do not use elevators.
- Turn off sensitive equipment if practical.
- Await instructions from Building Management.

If trapped in an elevator, remain inside and use emergency communication devices.

Elevator Emergency

If trapped in an elevator:

- Remain calm.
- Press the emergency call button.
- Use the two-way communication system.
- Call Building Security or Management if able.
- Do not force doors open.
- Do not attempt to leave the elevator between floors.

Rescue personnel will respond.

Water Intrusion or Flooding

Water damage may result from:

- Pipe failures
- Sprinkler activation
- Roof leaks
- Severe weather

If Water Is Present

- Avoid standing water.
- Stay away from electrical equipment.
- Notify Building Management.
- Protect critical business equipment if safe.
- Follow relocation or evacuation instructions.

Do not shut down sprinkler systems unless directed by Emergency Personnel.

Earthquake

Although uncommon, occupants should:

During an Earthquake

- Stay indoors.
- Drop, Cover, and Hold On.
- Move away from windows.
- Protect your head and neck.

After Shaking Stops

- Watch for falling debris.
 - Be prepared for aftershocks.
 - Report injuries, damage, and hazards.
-

Hazardous Material or Chemical Release

If a spill or release occurs:

- Isolate the area.
- Avoid contact with the substance.
- Notify Building Management.
- Call 911 if necessary.
- Follow shelter or evacuation instructions.

Never attempt cleanup unless properly trained.

Suspicious Package

If you discover a suspicious item:

Do Not

- Touch it
- Move it
- Open it
- Use electronic devices nearby

Do

- Secure the area.
 - Notify Building Security immediately.
 - Follow instructions from law enforcement.
-

Bomb Threat

If receiving a bomb threat:

- Remain calm.
- Keep the caller on the line.
- Record information:
 - Location of device
 - Time of detonation

- Description
- Motive
- Caller characteristics

Immediately notify:

- Building Management
- Building Security
- Law Enforcement

Do not discuss the threat broadly until authorities are notified.

Explosion Emergency

If an Explosion Occurs

- Take immediate cover.
- Stay away from glass.
- Check for injuries.
- Evacuate if directed.
- Avoid elevators.

If Trapped

- Remain calm.
 - Use a phone if available.
 - Tap on pipes or walls.
 - Cover nose and mouth.
 - Conserve energy.
-

Suspicious Person

Report persons who:

- Attempt unauthorized access
- Loiter in restricted areas
- Photograph security features
- Follow employees
- Create safety concerns

Notify Building Security immediately.

Civil Disturbance

If a disturbance occurs near or within the building:

- Remain indoors.
- Secure office doors.
- Stay away from windows.
- Follow Building Management instructions.
- Avoid confrontation.

Workplace Violence / Active Threat

RUN

If safe to do so:

- Leave the area immediately.
- Warn others.
- Call 911.

HIDE

If you cannot escape:

- Lock or barricade doors.
- Silence phones.
- Turn off lights.
- Remain quiet.

FIGHT

As a last resort:

- Defend yourself aggressively.
- Use available objects as improvised weapons.
- Work together if possible.

When law enforcement arrives:

- Follow commands immediately.
- Keep hands visible.
- Avoid sudden movements.

Tenant Emergency Responsibilities

Each tenant should designate:

Floor Wardens

Responsible for:

- Assisting with evacuations
- Conducting headcounts
- Reporting conditions

Alternate Floor Wardens

Provide backup support.

Emergency Coordinators

Serve as primary liaison with Building Management.

Employees Requiring Assistance

Tenants must maintain a confidential list of employees who may require assistance during emergencies, including:

- Mobility impairments
- Hearing impairments
- Visual impairments
- Temporary medical conditions

Assigned assistants should be identified in advance.

Emergency Assembly Areas

Each tenant should designate:

Primary Assembly Area

Secondary Assembly Area

Managers should conduct accountability checks and report missing occupants to Emergency Responders.

Business Continuity Preparedness

Tenants are encouraged to maintain:

- Emergency contact lists
- Data backup procedures
- Remote work capabilities
- Critical vendor contacts
- Recovery plans for essential operations

Training and Drills

All tenants should participate in:

- Annual fire drills
- Emergency evacuation exercises
- Active threat awareness training
- Severe weather preparedness training
- AED/CPR education programs

Remember

Stay Calm. Stay Informed. Follow Instructions. Protect Life First.

For questions regarding emergency preparedness, please contact Building Management.