

## Emergency Preparedness

In an emergency, it is important to act quickly and decisively. Take a moment to review this brochure and any other available safety materials. Know the location of all exit stairwells on your floor, their number designations, and where each stairwell exits at street level. Also, familiarize yourself with your floor warden team and their duties.

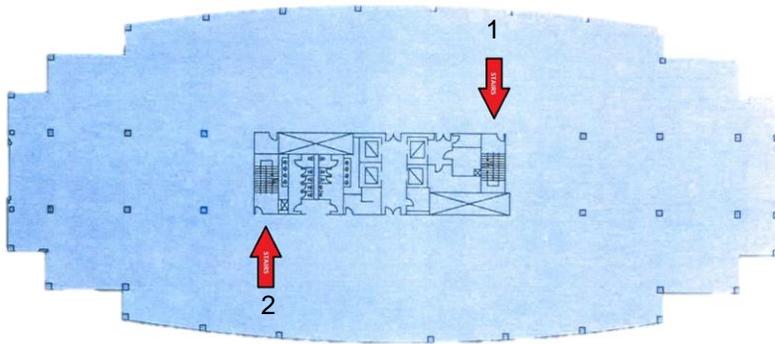
Understanding how to respond to various emergencies will help create a safer environment for you, your colleagues, and your community.

## Safety Features

The building is equipped with many life safety systems designed to protect occupants in an emergency:

- Monitored fire alarm system
- Public address system
- Backup generator for life safety equipment
- Emergency egress lighting

## Know Your Exits



## Emergency Phone Numbers

- Fire, Police, Medical Emergency: 911
- Security Desk: 847 939 4199
- Property Management: 847 939 4195

## HIGHLAND LANDMARK V

3005 Highland Parkway  
Downers Grove, IL. 60515



# Emergency Procedures

Tenant Guide to Effectively Handling Emergencies



## Fire

### IF YOU HEAR THE FIRE ALARM OR EVACUATION ANNOUNCEMENT:

- Stay calm. Move quickly to the exit stairwell, leaving all non-essential items behind.
- Remove and carry high-heeled shoes.
- Close doors behind you, but do not lock them.
- Feel doors with the back of your hand before opening them. Do not open any that are hot.
- Do not use elevators. If you are in an elevator when the alarm sounds, it will automatically return to the main lobby.
- Move to the external assembly area identified in your company's evacuation plan. Notify your designated representative once you arrive.
- If you are in need of assistance in order to evacuate, wait in your company's designated area.
- If you are unable to leave your floor, shut the door and seal the crack at the bottom with a damp cloth. Call 911 and report your exact location.

### IF YOU DISCOVER FIRE OR SMOKE:

- Confine the fire by closing doors, but do not lock them.
- Alert your floor warden and those in the immediate area.
- Pull the manual fire alarm at the nearest exit stairwell, then evacuate.
- From a safe location, call 911. Report the address, floor location, type, and severity of the fire.

## Shelter-In-Place

- In case of a hazardous material or other threat outside the building, occupants will be directed to take refuge within the building until the threat has passed.
- Move to a pre-determined shelter area on your floor, away from windows.
- Local authorities will provide information for the Property Manager to relay to building occupants.
- Follow instructions and remain calm until the situation changes. You will be notified when it is safe to leave.

## Bomb Threat

- Do not hang up. Gather as much information as possible about the bomb's location, type, and planned time of detonation. Ask about the bomb's appearance and who placed it. Complete a bomb threat checklist if possible.
- Call 911 or attract the attention of a coworker to place the call. Notify the Property Manager.
- Do not use any equipment that emits radio waves, such as handheld radios, cell phones, or pagers.
- Be alert for suspicious packages. If any suspicious objects are found, do not touch. Notify police and the Property Manager. Clear the immediate area.
- If an envelope containing a powdered substance is received, isolate it by putting a trash container over it, immediately wash exposed skin, and do not leave the area.

## Earthquake

- Do not run from the building. You are safest inside the building, near the core.
- Duck under a desk or table, preferably away from windows.
- Hold on to the table leg until the shaking stops.
- If you cannot get under a sturdy table or desk, crouch against an interior wall and cover your head and neck with your arms. Do not stand in a doorway.
- When the shaking stops, move to the interior core of the building and remain there while a safety inspection is conducted.

## Tornado or Severe Weather

- A tornado watch indicates that conditions are right for tornado formation, while a tornado warning indicates a tornado has been spotted.
- Seek shelter near the building's core, away from exterior windows. If outside when high winds strike, seek shelter in any nearby building.
- Do not attempt to leave in your vehicle from the parking garage.

## Active Shooter/Workplace Violence

- Responding quickly is critical. Individuals need to make their own decisions as to how to react and protect themselves.
  - GET OUT. Quickly move away from the perpetrator, if it is safe to do so. Take access card and cell phone if possible. Call 911 from a safe location.
  - HIDE OUT. If you cannot get away, hide. Silence phones, radios, and alarms. Barricade yourself in a room and turn off lights. If others are with you, do not huddle together.
  - TAKE OUT. As a last effort, look for objects that can be used as weapons to throw.
- When police arrive, remain quiet, avoid sudden movements, keep hands visible, and follow instructions.

## Elevator Entrapment

- The building's elevator phones are monitored 24/7. Building staff will be notified upon receipt of an entrapment call and will dispatch the elevator contractor.
- Press the phone button or lift the emergency phone to initiate a call to the monitoring service.
- Stay calm and notify responding staff of any medical issues or concerns that would require calling 911.
- Make no attempt to force open elevator doors or move passengers from a car trapped between floors, as injuries may result.

## Medical Emergency

- Do not move the person. If you are trained, administer first aid.
- Call 911. Report building address, floor, and suite.
- Notify management staff.
- Post one person in the elevator lobby to lead the paramedics to the person in distress.