

FIRE EVACUATION AND TORNADO PROCEDURES

The following set of instructions and guidelines should be reviewed carefully. Your familiarity with these procedures is important to your safety. The purpose of these instructions is to help employees and guests understand how to exit the building in the event of a fire or be safely relocated within the building in the event of a tornado.

FIRE EVACUATION PROCEDURES:

The following is an EMERGENCY EVACUATION PLAN designed by our staff and the Park Ridge Fire Department. By following these procedures, our employees will be able to evacuate the building in the quickest and easiest manner. MDRT will conduct a practice fire drill at least once a year to keep everyone familiar with the plan. Throughout the building there are floor plans posted showing the locations of fire extinguishers and pull-down alarms. Everyone should check the floor plan and be familiar with exit routes from their desk or area. Floor plans are posted in the main hallways of each floor as well as in the garage.

EXITS BY FLOOR

3rd Floor – Front “Touhy Ave” stairs to front door;
2nd Floor – Back “parking lot” stairs to rear door;
1st Floor – Rear Lobby door

MEETING PLACE

Public parking area at the West end of our building.

EVACUATION PROCEDURES

1. If anyone sees fire or smoke, sound the nearest alarm. They are located by exit doors. Then notify the receptionist so she can begin the duties of the receptionist. At this point, you must use your own judgment and decide if the fire is small enough to try and put it out with one of the fire extinguishers. If you decide to fight the fire, **always remember to keep your escape route at your back and the fire in front of you.** This way, if the fire gets out of control you still have your escape route clear. The Computer Room has a special HALON fire extinguisher that can be used if electrical equipment is on fire.

If you decide the fire is too big for you to put out yourself, shut the nearest door to the room the fire is in, to keep the fire in one area, and proceed to the nearest exit. Remember, **never use elevators and never open a door that feels hot.**

2. Employees should evacuate the building from the exit assigned to that floor. If it is blocked by fire or smoke, proceed to the alternate exit (the other staircase). When exiting down a stairwell, remember to walk quietly, single file down the right side of the stairs using the handrails.
3. Employees should exit the building and immediately go to the designated waiting area. After exiting the building, proceed in an orderly fashion to the parking area at the west end of the building. Reassemble by department. The supervisor/manager will then take a head count to be sure all staff is accounted for. If someone is missing, notify the safety/security director.
4. Employees should not re-enter the building until the Fire Department gives the okay.

IF UNABLE TO EXIT A FLOOR:

If you are unable to exit a floor due to smoke, fire or blocked passage, you should go calmly to the nearest window and phone, call 911 and tell the operator you are trapped and give your location.

SEVERE WEATHER/TORNADO PROCEDURES:

1. In the event a severe weather and/or tornado warning is issued, using the North (Touhy Avenue) staircase, proceed to the garage area directly in front of the elevator (not in the parking areas) or to the garage level stairwells.
2. Do not attempt to leave the building, walk or drive anywhere. Remain in the tornado shelter area until the warning is lifted.

EMERGENCY CLOSING PROCEDURES:

In order to provide a safe environment for the staff there may be occasions when the office is closed for the entire day or at some point during the work day, or when late arrival is implemented. An emergency closing or late arrival may occur due to inclement weather, electrical outages, or National Emergency Notices. It is the responsibility of the CEO or his/her appointee to determine the severity of conditions in the Park Ridge office.

In the event that a decision is made to close the office or implement late arrival *prior to the start of the workday*, there are several ways in which staff will be notified:

1. Work voice mail and e-mail. An announcement that the office is closed for the day or that late arrival is in effect will be recorded/posted between 6:15 a.m. and 6:45 a.m.
2. Each Director will contact their staff via phone tree.

REMEMBER

- Walk, do not run
- Cooperate in the event of problems
- Reassemble by departments
- Take head count by departments
- Give count to safety/security director

For each floor, on both the east and west sides, two people identified as wardens and alternate wardens have been assigned duties to be conducted during an evacuation of the building. Alternate wardens should perform such duties when the floor wardens are out of the building. Wardens should lead employees in their area out the assigned exit as outlined below.

FIRE WARDENS

<u>Floor/Area</u>	<u>Warden</u>	<u>Alternate</u>	<u>Primary/Secondary Exits</u>
Garage Area	Steve Faulhaber	Austin Hurley	Stairwell/Front Door
1 st Floor – East	Laura Good	Robert Mikrut	Parking Lot Exit
1 st Floor – West	Steve Faulhaber	Robert Mikrut	Parking Lot Exit
2 nd Floor – East	Vic Bianchini	Michael Krilich	Parking Lot Stairs/Rear Exit
2 nd Floor – West	Thomas Ensign	Jeanne Malone	Parking Lot Stairs/Rear Exit
3 rd Floor – East	Eddy Mirko	Michael DePilla	Touhy Ave Stairs/Front Exit
3 rd Floor – West	Wayne Schmeiser	Michele Stauff	Touhy Ave Stairs/Front Exit
\ Safety/Security	Austin Hurley	Steve Faulhaber	

DUTIES OF FIRE WARDENS

1. Quickly check department/area to make sure staff and visitors are evacuating the building quickly and properly.
2. Report evacuation status to the safety and security director upon exiting the building with all employees accounted for. Security director will be stationed at parking area at the west end of the building.
3. To check washrooms and miscellaneous office areas like storage or conference rooms, make sure all employees and visitors are evacuating the building.
4. Check for employees lagging behind. Evacuation must be IMMEDIATE!
5. Be stationed at the designated reassembly area.
6. Check and make sure all wardens have their people accounted for.
7. Notify safety/security director and Fire Department of anyone missing or still in the building.

DUTIES OF SAFETY AND SECURITY DIRECTOR

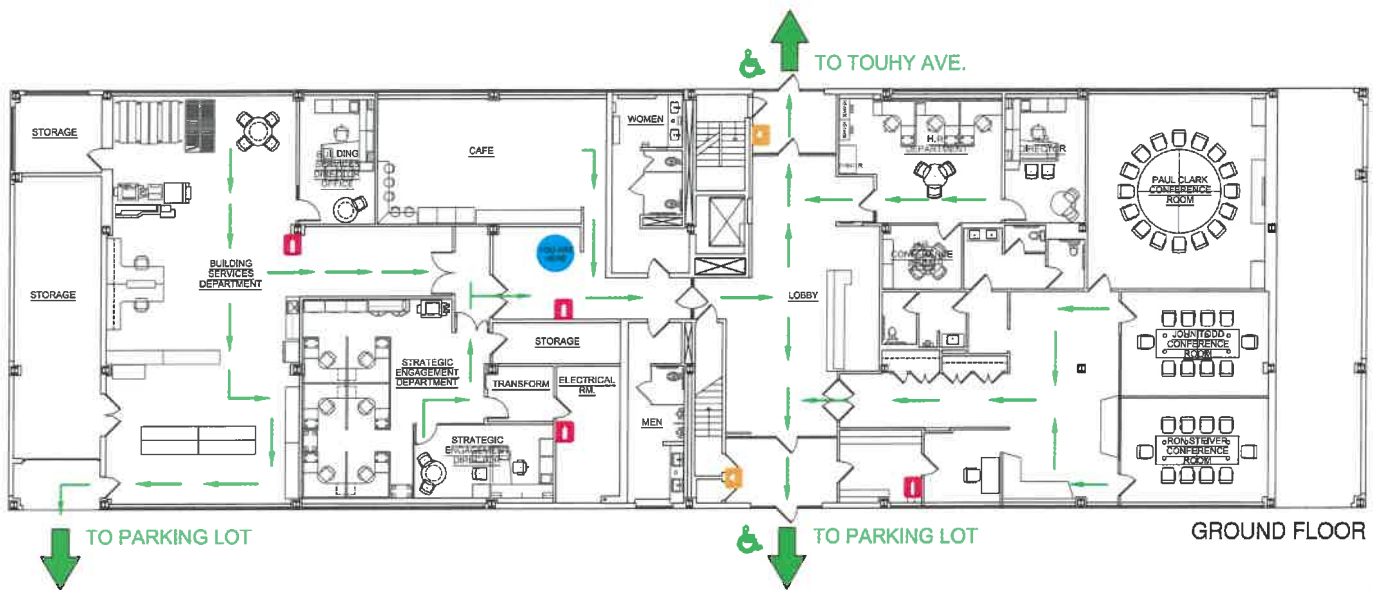
1. To be stationed at the designated reassembly area.
2. To check and make sure all wardens have their people accounted for.
3. To notify Safety/Security director and Fire Department of anyone missing or still in the building.

DUTIES OF RECEPTIONIST

As soon as the fire alarm sounds or someone reports a fire, you should proceed with the following:

1. Place a call to the Park Ridge Fire Department to notify them of the fire. 9-1-1.
2. Calmly announce over the phone system, "PLEASE TERMINATE ALL CALLS. FIRE WARDENS PROCEED WITH EVACUATION PROCEDURES."
3. Exit the building.

FIRE ESCAPE PLAN



GROUND FLOOR

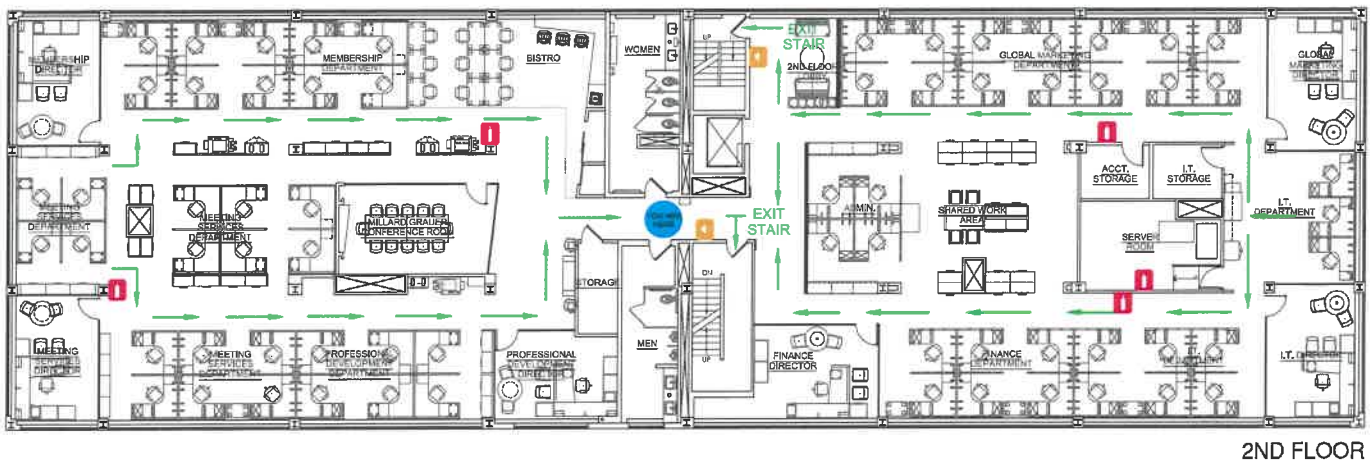
REMEMBER:
 IN THE EVENT OF A FIRE, DO NOT USE ELEVATOR!
 REPORT A FIRE TO PARK RIDGE FIRE DEPT. 911

SYMBOLS

-  FIRE EXTINGUISHER
-  PULL DOWN FIRE ALARM

FIRE ESCAPE PLAN

W TOUHY AVE.



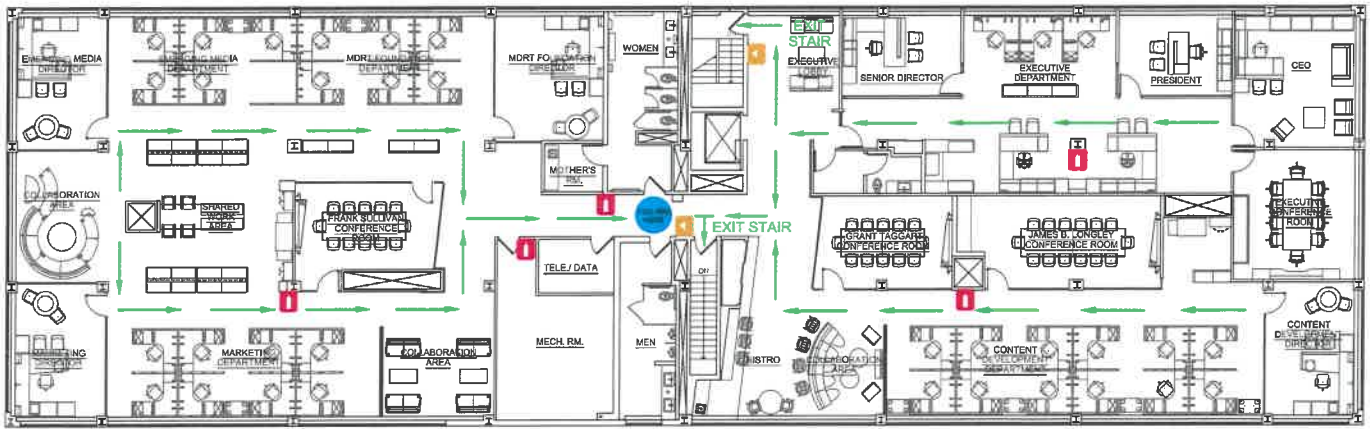
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SYMBOLS

-  FIRE EXTINGUISHER
-  PULL DOWN FIRE ALARM

FIRE ESCAPE PLAN

W TOUHY AVE.



3RD FLOOR



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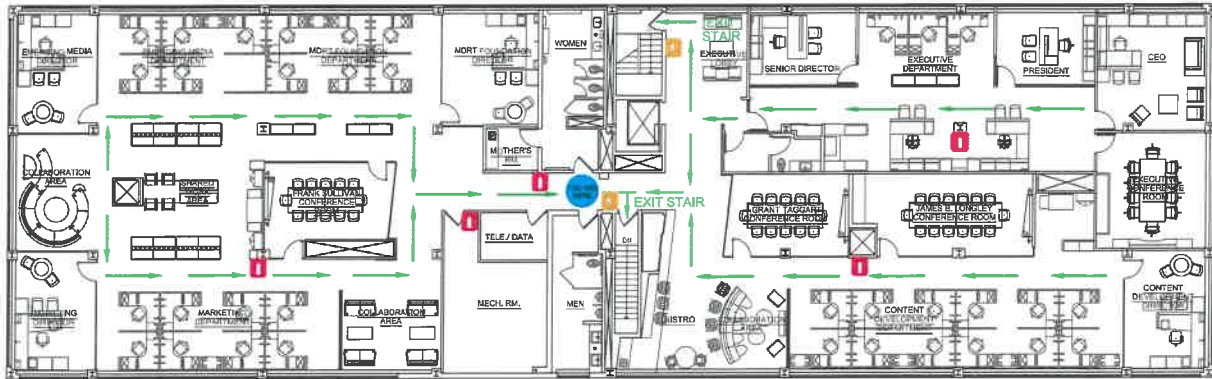
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 PULL DOWN FIRE ALARM

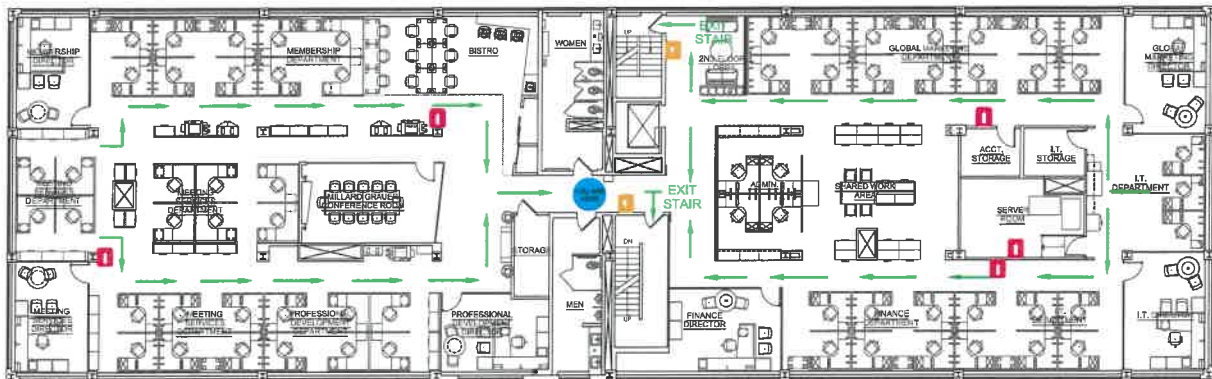
FIRE ESCAPE PLAN

W TOUHY AVE.

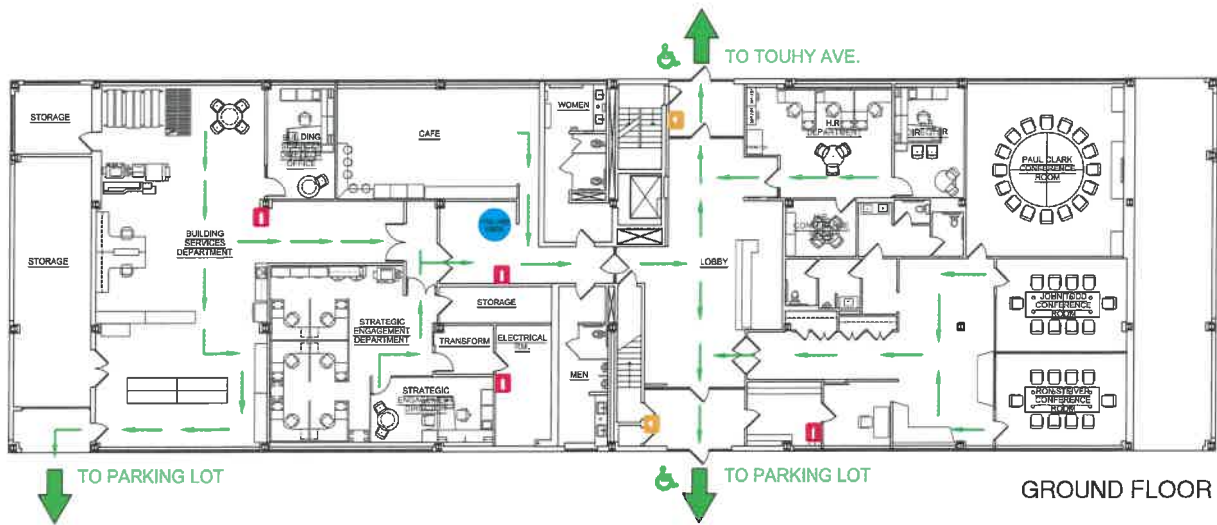


3RD FLOOR

W TOUHY AVE.



2ND FLOOR



GROUND FLOOR



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SYMBOLS

FIRE EXTINGUISHER

PULL DOWN FIRE ALARM