



THE THEORY AND COMPUTING SCIENCES BUILDING

Building 240
9400 S. CASS AVENUE
ARGONNE, IL 60439

EMERGENCY PROCEDURES MANUAL

Updated April 2, 2012

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Introduction

Protection of employees and visitors is always forefront in the minds of the facilities management team at Kennedy Wilson Properties. The tenant plays an important role in making and keeping the Theory and Computing Sciences Building a safe place. This booklet provides valuable information to ensure maximum protection of your employees. Building managers and designated Area Emergency Supervisors (AES) and their alternates should be thoroughly familiar with the following emergency procedures. In addition, periodic training sessions will be held for all AES(s) and other interested parties.

In the event of an emergency, the safe and rapid evacuation of the affected area is the joint responsibility of the AES, Building Manager, facilities management team and the individual employee. It is imperative that each employee become familiar with the procedures described on the following pages.

Purpose

This Emergency Plan is established as an integral part of Theory and Computing Sciences Building (Building 240) occupants' response to emergencies. The contents of this plan are designed as an operational guide for the behavior, safety, and protection of the Tenants and visitors to the property.

Scope

As outlined on the following pages, this Emergency Plan establishes a sequential plan of response for initially recognizing, identifying, and reporting the existence of specific emergency situations threatening the Theory and Computing Sciences Building and/or its occupants. It then provides for the safety and protection of endangered personnel and/or assets.

When implemented and supplemented with appropriate instructions from the Argonne Fire Department this plan becomes an operational tool for effective and responsive action when occupants of the building may encounter various emergency situations.

This Emergency Manual has been prepared to provide emergency information, including emergency personnel with contact numbers, building descriptions, hazard identification, evacuation and shelter locations, training requirements, and building-specific operational procedures.

This building plan applies to all building occupants, including visitors, to inform them of emergency and non-emergency building specific actions.

Testing of Plan Procedures

Various aspects of the Building's Emergency Plan Procedures will be tested on a deliberate systematic and periodic basis.

Communication

All injuries, illnesses, fires, explosions, accidents and any unsafe or unstable conditions are to be reported by calling 911. Cellular telephones can be used by calling 630-252-1911.

The Theory and Computing Sciences Building is connected to the site wide public address system.

Emergency Safety Features

The Theory and Computing Sciences building offers state of the art safety features that provide excellent fire protection.

Building Description

The Theory and Computing Sciences Building is managed by Kennedy Wilson Properties as the facilities management team.

The Building is a seven-story cast in place concrete slab on grade structure completed in 2009.

There are no biological, chemical or radiological hazards in Building 240.

Fire Prevention

Several fire-resistive construction materials have been used as listed below.

- o Fireproofed structural steel
- o Pre-cast concrete, glass, and metal exterior walls
- o Flame retardant gypsum board with metal studs for interior partitions
- o Carpet meets all National Fire Protection Association and City Code Standards.
- o Concrete Floors
- o Ceilings are fire-resistant mineral fiber suspended on metal supports.
- o Stairwells are two-hour rated for fire protection.

All building mechanical and electrical functions are located in separate closets or rooms on each floor. For example, there are separate areas for HVAC, electrical, telephone, and cleaning closets.

Fire / Smoke Detection

Smoke detectors are located in return air ducts in the ceilings throughout the Theory and Computing Sciences building. Should there be smoke within the building; the detectors immediately activate an alarm at the Argonne Fire Alarm Office (FAO) of the Argonne Fire Department.

Evacuation Alerts

Fire alarm bells, strobes and public address speakers are located in the lobby ceilings, throughout the floors, and the main lobbies. These are used to sound the emergency alarm and will be used as a communications system by the Argonne Fire Department in an emergency situation.

The building contains evacuation stairwells which extend the height of the building. The stairwells have an enclosure of two-hour fire rated construction.

Stairwell doors are unlocked and allow entrance to refuge floors or ability to switch stairwells on any floor if necessary. Stairwell doors **must not be propped open** as this would allow the spread of fire or smoke into the exit stairwells. Tenants should become familiar with the exact location and proper circulation from the stairwells.

In the event of a fire emergency, **the elevators are not to be used**. All elevators will recall to the Second Floor and shut off until activated by the Fire Department. In the event that you are in an elevator, exit at the next floor possible, if safe, and continue to evacuate via the exit stairwells.

The building fire detection system has a multi-zone fire monitor and notification panel. Upon activation of all fire alarms, smoke detectors, pull stations, etc., the Fire Department will receive notification of any smoke alarm or sprinkler discharge and indication of its location. Local bells and strobes will activate. Building occupants will evacuate the building upon annunciation of a fire/smoke alarm. A relocation point has been established for building occupants at building. The Fire Department will use the public address system to speak to all or selected floors any necessary information and instruction to any remaining occupants as necessary.

Stairwell Phones

There are currently a total of 21 emergency phones located in stairwells at the areas of rescue assistance/areas of refuge. They are located at various stairwell landings.

The phones are intended to be used during emergencies or evacuations and allow occupants to call the main fire panel location within the building. The phones are able to contact the Argonne Fire Department if the phone is not answered at the fire panel. The phones ring to the Argonne Fire Department (or Argonne's 911 Dispatch Center) and

provide a pre-recorded message upon answering indicating the person's location. The phones then convert to a two-way communication so a person could talk to the Argonne Fire Department (or Argonne 911 Dispatch Center).

Sprinkler and Standpipes

Each floor and all service areas have full automatic fire sprinkler protection. The sprinklers will release as a result of a build up of heat at the sprinkler location (to 135 degrees). All sprinklers risers are monitored to prevent tampering.

Every stairwell intermediate landing is equipped with a standpipe hose connection for Fire Department use.

Fire Extinguishers

Each floor is equipped with Type ABC fire extinguishers. These may be used on all classes of fire common to an office environment. There are multiple fire extinguishers on each floor.

Emergency Plan

In recent years, the term "Life Safety" has been given new emphasis, as it affects all aspects of our daily living. In order to keep pace with the hazards of our times and to offer a secure environment, Colliers International has found it necessary to initiate certain protective measures. Towards this end, the planning and development of this Emergency Plan is an integral element of the building.

The successful execution of the Emergency Procedures will depend upon the degree of confidence, cooperation and coordination mutually achieved through the AES(s), Building Manager, employees, and facilities management.

In that regard, each AES must manifest an unselfish responsibility toward the common good (i.e., the safety of all occupants within the building). This can be achieved if the appropriate Tenant Executives:

- Assign responsible personnel to function as AES(s) and alternates.
- Insist that the AES(s) read and understand this Emergency Procedure Plan and Evacuation Plan in its entirety.
- Assure that applicable portions of this Emergency Procedure Plan are adequately disseminated to employees.
- Revise Job Hazard Questionnaires for those personnel designated as having emergency responsibilities in order that they may receive appropriate training.
- Allow AES(s) to participate in periodic training sessions, to equip them to perform specialized emergency assignments.
- Enthusiastically support the overall objectives of the Theory and Computing Sciences building Emergency Procedures.

Emergency Personnel

Area Emergency Supervisor (AES) – Qualifications, Duties, and Responsibilities

The Area Emergency Supervisor (AES) for the building is Lillian Ruscic. The responsibilities of the AES are as follows:

The AES(s) are responsible for implementing, in an orderly manner, an approved evacuation of their floor upon notification from the Fire Alarm System.

The AES(s) are assigned by the tenant of the Theory and Computing Sciences Building. At least one AES per floor should be chosen for every fifty (50) employees. Those persons or their alternates must be present at all times while the building is occupied. These AES(s) must be familiar with the Theory and Computing Sciences Building evacuation plan(s), floor layouts, and location and use of fire extinguishers.

All tenant supervisor personnel and employees must recognize the need to voluntarily accept emergency instructions given to them by the AES(s) in order to ensure a safe and orderly response to any emergency situation.

Alternate Area Emergency Supervisor (AAES) - Qualifications, Duties, and Responsibilities

For every 50 employees, least one Alternate AES should be assigned as follows:

- One AAES should be assigned per floor maximum.
- They must be alert, resourceful individuals who would be capable of performing in a leadership role during an emergency situation.
- They should be respected by and familiar with the names and faces of all employees in your office.
- They must work in their respective tenant areas within the Theory and Computing Sciences Building rather than having primary duties and responsibilities elsewhere.

AES(s) and Alternate AES(s) must be knowledgeable about what is not commonplace, (i.e., usual or foreign to the normal environment of their respective tenant areas.

AES(s) are responsible for selecting, identifying, and training sufficient back-up personnel and emergency assistants to effectively perform emergency duties and responsibilities. Additionally, AES(s) must assure that during their absence, a qualified back-up is familiar with and available to perform the emergency duties.

The Alternate AES shall perform in the absence of the AES or assist the AES in the event that both are present.

Building Manager

The Building Manager for the Theory and Computing Sciences Building is Judy Stickels. Both the AES and Building Manager are the main liaisons with the facilities management team.

Tenant Employees' Emergency Duties and Responsibilities

All employees must remain quiet, calm, attentive, and responsive to hear all pertinent emergency instructions and/or orders. It is important not to add confusion or dangerous panic to the emergency procedures initiated for personal safety.

Special Needs Personnel

Special Needs Personnel are assigned by the Authorized Tenant Representative. If you have questions regarding to special needs you may contact the Office of the Building.

Facilities Management

The facilities management team assists with AES and Building Manager in the coordination of an effective evacuation of the Theory and Computing Sciences building tenants.

Training

All building occupants are required to take the appropriate Argonne course that covers evacuation, sheltering and other emergency procedures.

The following drills are conducted and documented annually.

Evacuation (e.g. fire) Drill - late summer / early fall

Sheltering (e.g. tornado) Drill - late spring / early summer

Current Building Emergency Personnel

Area Emergency Supervisor: Lillian Ruscic , CELS ALD, 2-4471, home 630-964-6365, mobile 630-317-4736

Building Manager: Judy Stickels; MCS, 2-3369, home: 815-423-5039, mobile: 815-690-2018

Facilities Management Chief Engineer: Tom Plating, Able Engineering, 2-0294, mobile 815-701-6299

Name	Division	Response Area-Floor	ANL - Ext.	Cell	Home
William Alcock	LCF	1st	2-7573		630-854-2842
Tina Stanton-Piersanti	MCS	2nd	2-6536		815-744-6036
Katherine Horkey	MCS	3rd	2-7252		815-741-4227
Loretta Phillips	CIS	4th	2-6934		
Stuart Martin	CLS	5th	2-0904		630-271-0737
Joe Adduci	EVS	6th	2-3145		630-469-2261
John Quinn	EVS	7th	2-5357	630-306-2092	630-960-9097
Mary Alice Buckley	TSD	Library	2-4223		815-886-4223
Relocation Contact					
Patricia Mooner	OPS	Building 213	2-5555		630-624-6008

Evacuation Procedure

When evacuation is necessary as a result of the sounding of the building fire alarm system or the order for building evacuation has been given by the Argonne Fire Department Incident Commander or Argonne National Laboratory), the AES, Building Manager or their representatives, the following steps should be taken.

- All personnel should listen to the announcement for specific instructions.
- The AES/AAES(s) should inform all personnel in the area as to when and where to evacuate, following the announcement instructions as stated.
- The AES/AAES(s) should direct the evacuation effort on their respective floors.
- Begin an orderly evacuation via the stairwells farthest from or at a minimum not involved in the actual emergency, remembering at all times to keep right (single file) in the stairwells.
- The AES/AAES(s) should remain behind until all personnel have left the assigned areas.
- **IMPORTANT**—Identify and give priority to the movement or evacuation of **nervous, emotional, ill, and/or disabled personnel**. The AES/AAES(s) should be constantly aware of injured or disabled personnel that occupy or visit the area. It is the AES/AAES(s)' responsibility to assign appropriate personnel to assist the disabled or ill during the procedure.
- AES/AAES(s):
 - In two-person teams to assist the disabled or ill.
 - If time permits, properly secure and safeguard special tenant records, document, original contracts, negotiable instruments, etc., and lock the appropriate files, vaults, closets, desks, etc. This should be directed by individual Tenant policy.
 - As evacuation occurs, announce the shelter location and meeting point. Always evacuate down unless instructed by the Building Manager or Incident Commander to do otherwise. Know the location of the refuge area. When exiting the building, move (to designated area) at least one block away. Do not attempt to re-enter the building until instructed to do so.
 - Evacuate via the stairwell unless it is involved in the emergency. Suggest to persons wearing high-heeled shoes to remove them so they will have less difficulty walking. Remind everyone to keep to the right of the stairwells.
 - Tell employees to take essential personal possessions which can be quickly gathered. They will not be allowed to re-enter during the emergency.
 - Remind everyone to be quiet during the evacuation, to listen and understand all emergency instructions.

- Assure employees and visitors that they have nothing to fear because plans have been established and tested with personnel trained to handle this specific type of emergency.
- When evacuation is complete, assemble and account for all personnel.
- Note:
 - Total number of employees moved or evacuated
 - Total number of visitors moved or evacuated
 - Total number of personnel missing
 - Names of missing persons
- Elevators will be used for evacuation **only** by orders from the Argonne Fire Department or Building Manager.
- AAES have floor monitors names and building floor maps, and will coordinate floor sweep.

When evacuation is completed, before leaving for the Assembly /Relocation Area, floor monitors will report to the AAES(s), AAES(s) will report to the building AES.

Assembly and Relocation Areas

The AES and the Building Managers of Buildings 240 and 213 have mutually agreed to support the evacuated personnel.

The Theory and Computing Sciences Building's (Building 240's) relocation area is inside Building 213. If an outdoor relocation area is announced, it is the central parking lot for Building **200**. These locations provide ample protection between the evacuees and the evacuated building. These buildings also meet the 500-foot relocation requirement as required by Laboratory policy.

In case of a drill, after checking if special attention is needed for disabled, the building AES, will declare end of the drill and building 240 occupants will return to the building.

Sheltering

When Sheltering instructions are given, all occupants are to proceed to the nearest shelter (aka tornado shelter) and remain in shelter until the "all clear" is given.

Building 240 sheltering locations are buildings stairwells. Personnel should move downstairs, but stay on stairwell between exit floor and lower level floor.

Washrooms could be used as shelter areas.

First floor personnel will take refuge in the stairwell(not going up), catering area in the conference center and first part of the loading dock. Bathrooms on the first floor (including the conference center bathrooms) are safe for sheltering.

When sheltering is over, if possible, all personnel should go back to their offices, and ASAP report to Divisions accountability person.

If it is not possible to return to offices, building will be evacuated, and evacuation procedure will be used.

Fire Procedure

As previously stated, the Theory and Computing Sciences building's fire detection and suppression system is among the most sophisticated of its kind. The building is fully protected by smoke detectors and overhead sprinklers. Whenever a smoke detector or flow meter in a sprinkler line is activated, an alarm will sound. The alarm is received at the Argonne Fire Department Fire Alarm Office.

AES(s) should follow these procedures in the event of a fire alarm.

If notified of a fire or suspected fire dial 911 and advise the Argonne Fire Department of the exact location and nature of the emergency. Answer any questions posed by the FAO and follow any subsequent instructions.

If the fire is small enough to be controlled through the use of fire extinguishers and you feel comfortable doing so, identify an exit path, then use the appropriate type of hand-held chemical fire extinguisher located on every floor, as

per previous training. To operate the fire extinguisher, remove it from the cabinet on the wall and **pull** out the locking pin. **Point** the fire extinguisher at the base of the fire and **press** the handle, spraying in a sweeping motion. All personnel should know the location of all extinguishers on their floor and in common areas.

DO NOT ATTEMPT TO CONTROL THE FIRE IF IT POSES A THREAT TO PERSONAL SAFETY.

If this is the case, evacuate per emergency plan/announcement.

Assign people to check restrooms and especially noisy areas, (e.g., copy rooms, computer rooms, etc.) for people who may not have heard the alarm. Provide assistance to disabled personnel or others who may need help.

Note:

- Unless specifically instructed otherwise, always advise co-workers to relocate down by the way of the stairwell and never attempt to use the elevator.
- AES(s) should confirm all personnel have left the work areas, closed (but not locked) doors behind them, and assembled or relocated calmly.
- Do not allow or advise co-workers to return to work areas or offices until so advised by the Argonne Fire Department Incident Commander.

Fire During Business Hours

Upon discovery or notification of a fire, first dial 911 to relay:

- The **EXACT** location of the **FIRE**.
- What is burning, if known—electrical equipment or wiring, liquids, paper or wood, furniture, etc.
- The severity of the fire.
- Your name.
- Your telephone number.
- Your location.

Occupants are to evacuate the building. Before opening any door to the corridor, **check the door and doorknob for heat**. If it is warm, stay in your office and, if possible, “caulk” around the door seams using wet towels or “duct” tape. **DO NOT OPEN THE DOOR!** Find another exit to the corridor. If trapped, call 911 or 1-630-252-1911 via cell phone with your location. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area. Hang a cloth or other signal in the window to attract the attention of firemen. **DO NOT BREAK GLASS**. Under certain conditions, an open window may draw smoke into the area uncontrollably.

If both your door and doorknob are cool, and you leave your office:

- Check for smoke in the corridor.
- Close all doors as you go. This provides additional barriers against smoke. Do not lock any doors.
- When smoke is present, cover your mouth and nose with a wet handkerchief or cloth and stay low.
- Proceed quickly to the nearest stairwell. **DO NOT RUN**.
- **DO NOT USE THE ELEVATORS**.
- Note: Untrained, unqualified non-emergency personnel should never attempt to fight a fire, unless as noted above it is small and can easily be extinguished with a hand-held fire extinguisher.

Fire During Non-Business Hours

Upon discovery or notification of a fire, first call 911. After completing the 911 call, personnel should evacuate the building immediately. Any subsequent calls deemed necessary can be made from cell or phone at relocation point.

- The **EXACT** location of the **FIRE**
- What is burning—electrical equipment or wiring, liquids, paper or wood, furniture, etc.
- The severity of the fire
- Your name
- Your telephone number
- Your location
- Notify other employees located on the floor to evacuate via the nearest stairwell.
- Before opening any door to the corridor, **check the door and doorknob for heat**. If it is warm, stay in your office and, if possible, “caulk” around the door seams using wet towels or “duct” tape. **DO NOT OPEN THE**

DOOR! Find another exit to the corridor. If trapped, attempt to call 911 or 1-630-252-1911 via cell phone, with your location. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area. Hang a cloth or other signal in the window to attract the attention of firemen. **DO NOT BREAK GLASS.** Under certain conditions, an open window may draw smoke into the area uncontrollably.

If both your door and doorknob are cool, and you leave your office:

- Check for smoke in the corridor.
- Close all doors as you go. This provides additional barriers against smoke. Do not lock any doors.
- When smoke is present, cover your mouth and nose with a wet handkerchief or cloth and stay low.
- Proceed quickly to the nearest stairwell. **DO NOT RUN.**
- **DO NOT USE THE ELEVATORS.**

Fire Prevention Tips

- Smoking is not permitted indoors in the Theory and Computing Sciences Building.
- Unplug electrical appliances like coffee pots or water heaters when not in use.
- Eliminate extension cords where possible, by providing more power outlets or relocating electrical equipment. Building management recommends 6 foot, UL-approved extension cords with surge protection. No lamp extension cords or multi-jacks should be utilized. Extension cords should never be placed in walk paths as this can cause serious accidents as a result of tripping.
- Make sure the power is shut off on all office equipment such as computers, copiers, calculators, etc. at the close of the business day.
- Provide adequate ventilation for office equipment (copiers, computers, printer, etc.).
- The use of space heaters is prohibited.

Eliminate or reduce the possibility of fire by conducting periodic inspections of their workplace or areas of responsibility in order to detect potential fire hazards. A plan for periodic inspections of each floor/area should be developed to include the following:

- Check to see that aisles, exits, and corridors are free of obstructions.
- Ensure that work areas are safe.
- Report potentially hazardous situations found during fire-safety inspections to facilities management staff, who will work to correct these hazards.
- Ensure that exit signs and lights are on and in good repair.
- Ensure that self-closing exit doors are kept in the closed position and are not illegally locked in any manner.
- Check that fire extinguishers are available and in the proper location.
- Keep organization charts current for evacuating personnel.
- Ensure that all chemical and flammable (combustible) liquids are in proper containers.
- Ensure that good housekeeping standards are maintained.

Medical Emergencies

Upon receiving notification of a Medical Emergency, first call 911, then provide first aid to the victim as applicable.

- Nature of the Medical Emergency.
- Exact location (address, floor, and suite number) and name of the sick or injured person.
- Contact facilities management to make ready the building entrance, or service elevator, if necessary. -ok
- AES or AAES should be assigned to stand by on the floor where the sick or injured person is located to meet the Paramedics at the elevator and guide them to the sick or injured person.
- If the sick or injured person is to be sent to the hospital, try to send a friend or fellow employee along to comfort the person and help them at the hospital until a relative arrives.

Local Hospitals:

Bolingbrook Hospital/Medical Center
500 Remington Boulevard, Bolingbrook, IL
(630) 312-5000

Hinsdale Hospital
900 S Frontage Rd # 310, Woodridge, IL
(630) 856-8400

Good Samaritan Hospital
3815 Highland Avenue, Downers Grove, IL
(630) 275-5900

Bomb Threat

It has been proven that a large majority of bomb threats are false alarms, meant only to disturb or disrupt the normal work of a person or company. However, at no time should any call be regarded as just another false alarm. The following guide will be useful. When a call is received, there are several things to do (take detailed notes):

- Keep the caller on the line as long as possible. Ask the caller to repeat the message.
- **Do not transfer or put the caller on hold.**
- Notify supervisor by prearranged signal while caller is online.
- Obtain as much information from the caller as possible, speak slowly:
 - Location of the bomb
 - Time of detonation
 - Outside appearance or description of the bomb
 - Reason for planting the bomb
- Tell the caller the building is occupied and it might cause the death of some innocent people.
- Listen for background noises that might help in determining where the call was made.
- At the conclusion of the call, dial 911 giving the following information:
 - Your name, location, and telephone number
 - Name of the initial recipient
 - Name of anyone listening to the threat
 - Name of any employee and work location the caller may have threatened
 - **TIME** the bomb is supposed to explode
 - **EXACT LOCATION** where the bomb is supposed to be
 - **OUTSIDE APPEARANCE** or **DESCRIPTION** of the bomb
 - **REASON** given for the bomb
 - The time of call

An example of a bomb threat information sheet is included at the end of this section. Dial 911 and provide information to FAO/Security.

Take detailed notes of call with when you evacuate the building.

IMPORTANT

Open telephone lines are essential to effectively control this emergency. Please make emergency calls only. If evacuation is necessary, the Argonne Fire Department Incident Commander will notify you to evacuate using the Evacuation Plan.

As you evacuate the building scan areas you are familiar with for items which may be out of place or suspicious. Touch nothing. If a suspicious item is noted, provide detailed info to emergency response personnel.

IMPORTANT

Identify and give priority to the movement or evacuation of nervous, emotional, ill and/or disabled personnel.

Establish and announce a meeting point for personnel safety, and control, communication of emergency, re-entry information, and roll call.

Suspected Bomb Safety Precautions

The safety precautions below are designed to acquaint personnel with the inherent dangers.

While some of the following safety precautions may seem elementary, do not dismiss them as unimportant or take them for granted. Adequate knowledge of precautionary provisions may save lives.

- Do not use radio equipment to transmit messages.
- Do not turn light switches either on or off.
- Do not smoke.
- Do not accept the contents of any container as bona fide, simply because it was delivered by routing means.
- Do not accept container markings and/or appearance as sole evidence of the content's identification and legitimacy.
- Do not touch a suspected bomb or suspicious package/item.
- Do not cover a suspected bomb.
- Do not carry a suspected bomb or suspicious package/item.
- Do not assume that a suspected bomb or suspicious package/item is of a specific (high-explosive or incendiary) type.
- Do not open any suspicious container or object.
- Do not cut a string, cord, or wire on a suspicious container or object.
- Do not cut or remove the wrapper on a suspicious container.
- Do not unscrew the cover of a suspicious container or object.
- Do not move the latch or hook on the cover of a suspicious container or object.
- Do not raise or remove the cover of a suspicious container.
- Do not change the position of a suspicious container or bottle.
- Do not place a suspicious container or object in water.

Suspicious Package or Letter

Characteristics of suspicious packages and letters include the following:

- Too much postage
- Handwritten or poorly typed addresses
- Title, but no name
- Incorrect or multiple titles
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excess security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Restrictive labeling, such as "Personal" or "Confidential"
- The city or state in the postmark does not match the return address

If you encounter a suspicious package or letter

- Do not shake or empty the contents
- Place the envelope or package in a plastic bag or some other container to prevent leakage
- If you do not have any container, then cover the envelope or package with anything (e.g. clothing, paper, trash can, etc.) and do not remove the cover
- Leave the room and close the door or section off the area to keep others away
- Wait just outside the door or area for emergency responders to arrive with further instructions. Do not roam or leave the area.
- If you are at home, report the incident to local law enforcement officials and health authorities.
- If you are at work, call 911 from the nearest phone and notify your supervisor.
- List all people who were in the room or area when the suspicious letter or package was recognized.
- At home, give this list to the local public health authorities and law enforcement officials for follow up investigations and advice.
- At work, give this list to the 911 Incident Commander and response team to contact local public health authorities and law enforcement officials for follow up investigations and advice.

Bomb Threat Report Form

Be calm. Be courteous. Listen, do not interrupt the caller. Notify supervisor/Building Security Service at _____ by preparing signal while caller is on the line.

Date: _____

Time: _____

At _____ AM/PM, a telephone call was received at telephone number _____.

The following message was received (in exact words of caller): _____

Questions to Ask

When is the bomb going to explode?

What does it look like?

Where is the bomb right now?

Why did you place the bomb?

What kind of bomb is it?

What is your name and address?

Try to Determine the Following (Circle as appropriate)

Caller's Identity	Male	Female	Adult	Juvenile	Age _____
Voice	Loud/Soft	Raspy	Deep/High Pitch	Pleasant	Intoxicated
Speech	Local	Foreign	Region	Other _____	
Language	Excellent/Poor	Accent	Foul	Other _____	
Manner	Calm	Angry	Rational	Irrational	Incoherent Deliberate
	Emotional	Righteous	Laughing	Intoxicated	Coherent
Background Noises	Office Machines	Factory Machines	Bedlam	Trains	Animals
	Music	Quiet	Voices	Mixed	Airplanes
	Street Traffic	Party Atmosphere	Animals	Long Distance	

Additional Information

Action to Take Immediately After Call

Immediately after the initial threat, dial 911.

Explosions

If an explosion occurs, first call 911 if any injuries or fires are suspected, then evacuate the building. Provide the following information:

- Your name, location, and telephone number.
- Exact location of explosion.
- Cause of explosions, if known.
- Any reasons to believe the explosion was caused by a bomb.
- Extent of casualties and number/type of injuries.
- Whether the explosion caused fires. If so, location of fires.

All persons should be evacuated from the area.

Civil Disturbances

Upon receiving notification that a civil disturbance threaten the Theory and Computing Sciences Building or office spaces, dial 911 then contact the AES, Building Manager, and/or facilities management and provide the following information:

- Exact location of the demonstrators.
- Approximate number of demonstrators.
- Demonstrators' current activity.
- Your name.

AES in conjunction with Building Manager and facilities management shall:

- Notify employees and visitors about the civil disturbance. Assign to execute the following emergency procedures for safety and protection of personnel and tenant assets:
- Lock all doors except main entrance doors.
- Lock, or have someone standby to lock all sensitive areas as appropriate, (e.g., office doors, mail rooms, storerooms, desks, file cabinets, and vaults, etc.) to protect tenant assets.
- Advise employees to stay out of corridor and stay away from windows through which objects may be thrown.
- Advise employees and visitors to avoid personal contact with demonstrators and try not to make any comments or statements to further anger demonstrators.
- Advise employees and visitors that all elevator service will be reduced, or cut off completely to prevent demonstrators from going up into the building.
- Advise employees and visitors to avoid walking through the lobby area while the demonstrators present a threat to break and shatter ground level windows.

Follow instructions provided by the incident Commander/Security or police.

Elevator Entrapment

The Theory and Computing Sciences Building is equipped with three (3) passenger elevators. The center elevator is a freight elevator. Elevators are fully automatic and available 24 hours a day.

The passenger and freight elevators are professionally maintained by a specialized maintenance firm.

All of the elevators in the building are equipped with two-way communication. Should an elevator malfunction, press the Help Button located on the panel below the Floor Call Buttons to report your location to Argonne Fire Department on call at all times.

Elevator equipment and performance are constantly monitored by building employees. Should you at any time experience any irregularity or difficulty with elevator service, please note the elevator car number and report it immediately to the facilities manager.

Tornado Warning

Tornadoes pose a severe threat to Illinois residents. Should a tornado warning be issued for this area outdoor alert system will be activated and will be followed by a public announcement throughout the Building. In the event of a tornado warning or actual tornado, building occupants will be advised to seek shelter at the designated location immediately. See Shelter guidelines.

Upon hearing the sirens or being advised of a tornado warning or tornado, immediately follow the instructions provided:

- AES(s) are to check for people who may have not heard the alarm in restrooms and especially noisy areas (e.g., copy rooms, computer rooms). Provide assistance to disabled personnel or others who may need help.
- AES(s) should confirm that all personnel have left the work areas, closed (but not locked) doors behind them and assembled or relocated calmly.
- Do not allow or advise personnel to return to their work areas or offices until so advised by the Argonne Fire Department Incident Commander.
- Do not leave the building. Seek the nearest designated tornado shelter.
- Do not use the elevators.
- Do not use the telephone to get information or advice. Once the weather has subsided, report any damage or storm related leaks by dialing 911.

Earthquake

During an Earthquake

- Try to remain calm and reassure others.
- If you are indoors, immediately seek cover under a desk, table, and work bench. If not possible, stand in an interior doorway or in the corner of a room. Watch out for falling debris or the toppling of tall furniture. Stay away from windows and heavy objects (such as refrigerators and machinery) that may topple or slide across the floor.
- Do not dash for exits, as stairways may be broken. Power for elevators may fail ceasing operation. Seek safety where you are at the time of the incident and if necessary, proceed with evacuation.
- The electricity may go out. Elevator, fire, and burglar alarms or sprinkler systems may activate. Expect to hear noise from breaking glass, cracks in walls, and falling objects.
- If you are outdoors, try to get into an open area, away from buildings and power lines.
- Beware of aftershocks following the main shock. Aftershocks can cause damage or collapse of structures that were already weakened by the main earthquake.

After an Earthquake

- Remain calm. Dial 911 to report any injuries or other emergencies. Help anyone who is hurt, administering emergency first aid if necessary. Cover injured persons with blankets to keep them warm.
- Check for fires and fire hazards. Extinguish small fires if possible. Dial 911.
- Check for damage to utilities and appliances. Shut off electricity if there is any chance damage to wiring.
- Shut off water mains if breakage has occurred. In due time, report utility damage to the utility companies for further instruction. Before resuming use of toilets, verify that sewer lines are not broken.
- Do not light matches, or use any open flames, or turn on electrical switches or appliances until you are certain there are no gas leaks.
- Do not touch power lines, electric wiring, or objects in contact with lines and wiring.
- Keep telephone lines clear except for emergency calls (medical, fire, or criminal).
- Beware of further structure collapses without warning including subsequent gas leaks, live electrical wires, broken glass, etc.
- Clean up and warn others of any dangerous spilled materials (i.e., chemicals, gas, etc.).

Power Outage

In the event of a power outage, remain calm. Dial 911. Usually a power interruption lasts only a short time.

The Theory and Computing Sciences Building emergency generator will power the fire life safety notification system throughout the building.

In the event of a significant power loss, please observe the following guidelines:

- Dial 911.
- If you are instructed to evacuate, follow evacuation guidelines.
- Do not congregate in lobby areas or in the street.
- If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will go to the nearest floor and doors will open, and it will cease operation, but **WILL NOT FALL**. Do not use the "Stop" button. Remain calm. There is no reason to panic. All elevators in the Theory and Sciences building are equipped with two-way communication. Should an elevator malfunction, dial 911 and/or press the Alarm button located on the panel below the Floor Call Buttons on the right side of the elevator. An alarm will sound within the elevator cab, signaling a problem. Do not attempt to force open the elevator doors or to leave by any other method. The Argonne Fire Department will respond promptly.
- Turn off the lights and other electrical equipment to facilitate the return of power.

The Building Manager and facilities management will attempt to advise you regarding the length and cause of the power failure as soon as possible.

In the event the building will be evacuated during the power outage, please alert Argonne Fire Department.

Security & Criminal Emergencies

In the event that any activity that jeopardizes the security or safety of the building's occupants should occur, the emergency should be reported immediately by contacting 911. Such activities include:

- Workplace Violence
- Threats
- Thefts

The 911 system will bring into play all emergency response elements at the Argonne site.

Tenant Emergency Kit

It is highly recommended that tenants provide Emergency Kits in key locations in their office suites. These kits would include the following items:

First Aid Kit	Cell Phone/Charged Battery	Tweezers
First Aid book	Army Knife	Blankets
Flashlights with Extra Batteries	Phone book/Contact #'s	Watch/Clock
Transistor Radio with Extra Batteries	Scissors	Protective Eyewear
Bottled Water	Ice Packs	

Occupants should be informed about the contents of the survival kits and know where they are located.

Termination of Emergency

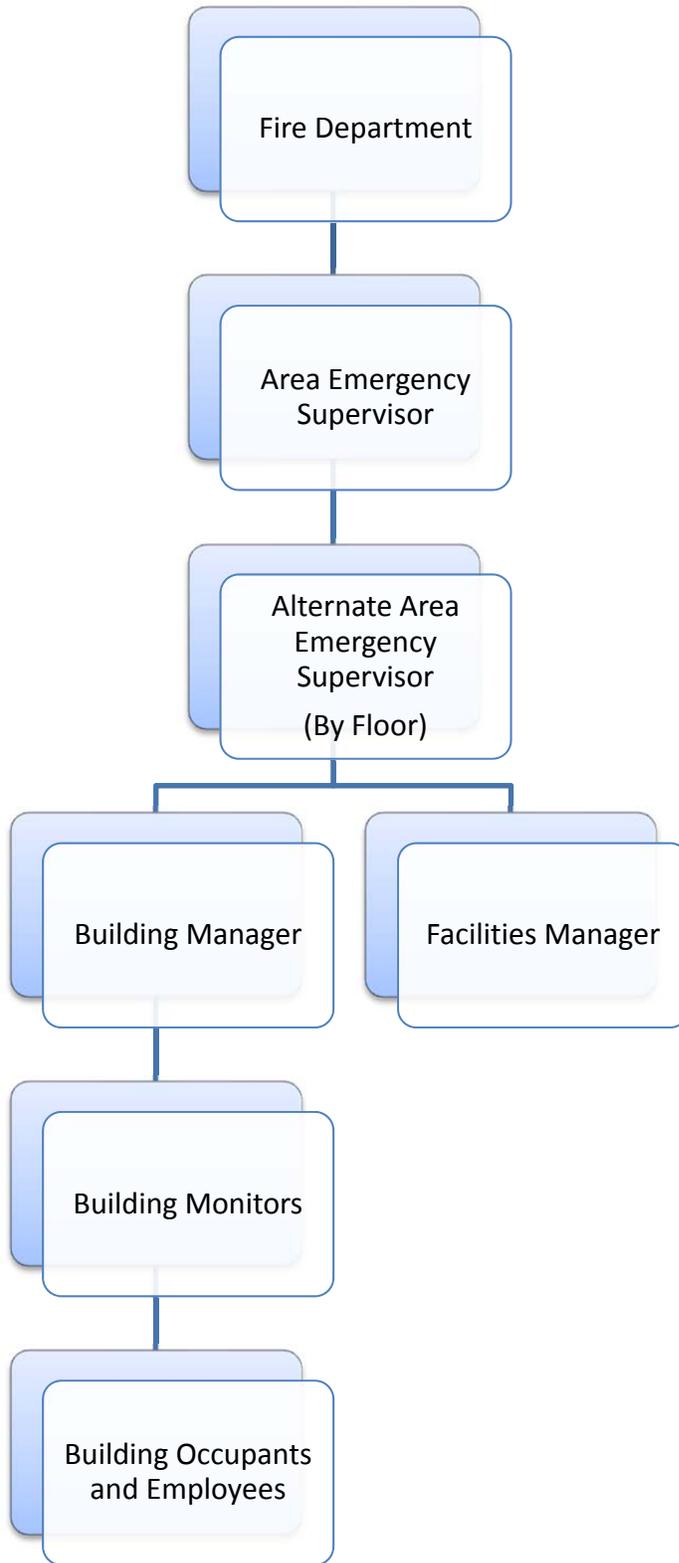
The Incident Commander will inform the AES or alternate of evacuated building. AES will notify the AES or alternate of the relocation area, when reentry into the building is allowed, or inform personnel of further actions to be taken. After any building incident, the primary AES or alternate, will complete the Incident Termination Report (within 24 hrs after incident) and forward it to Emergency Management to be posted on the EM SharePoint site.

Evaluation and Reporting

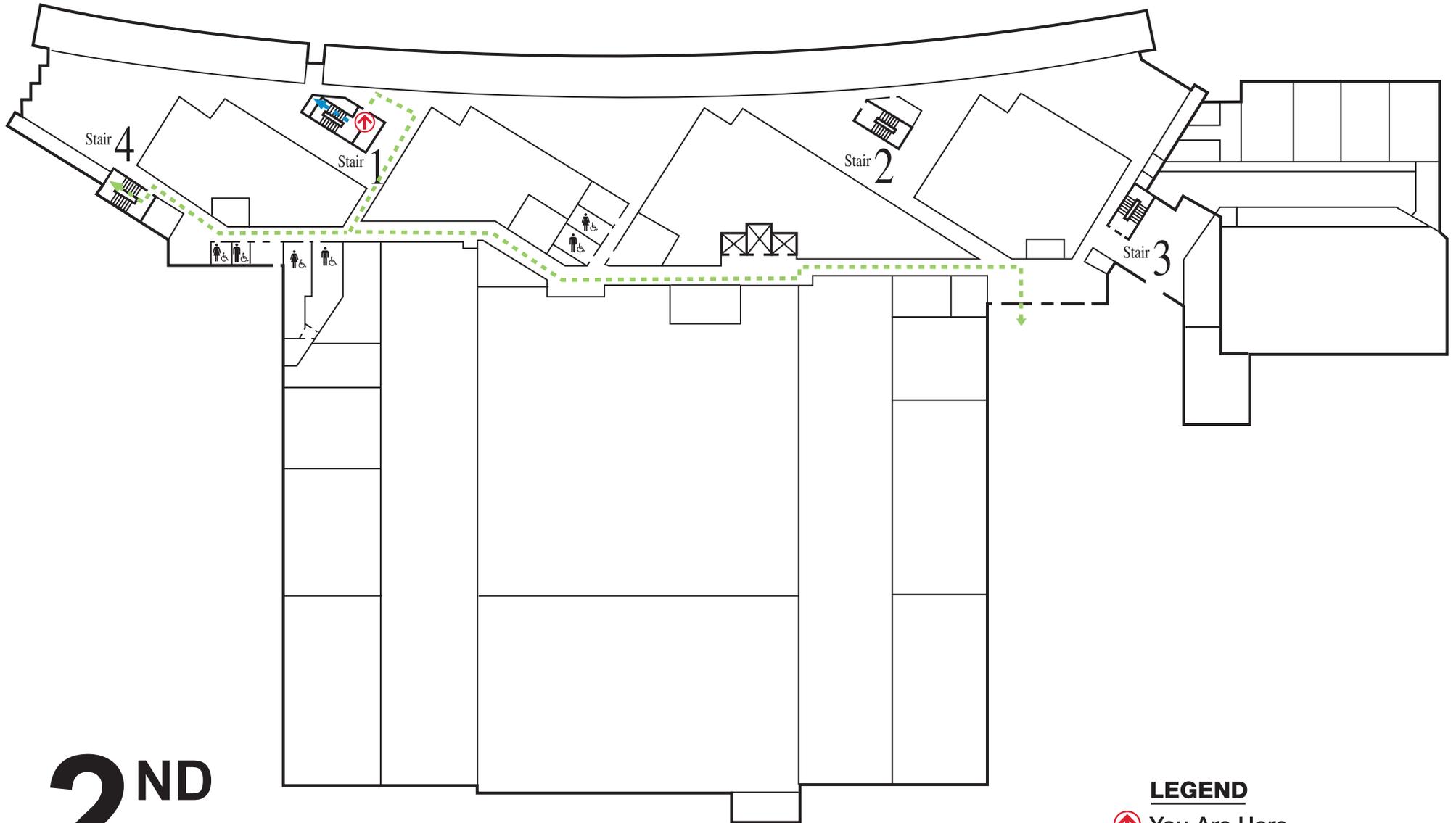
At the conclusion of any incident or evaluation:

- The AES, Building Manager and AAES(s) should note if they Ask encountered any special problems or incidents while performing emergency duties. If so, prepare brief written reports as quickly as possible and give them to you for prompt submission to supervisor and facilities management.
- As soon as possible, prepare a brief written report of your efforts and actions in response to the emergency. Include any special problems or incidents encountered.

Exhibit A
Fire Safety Organizational Chart



EVACUATION PLAN

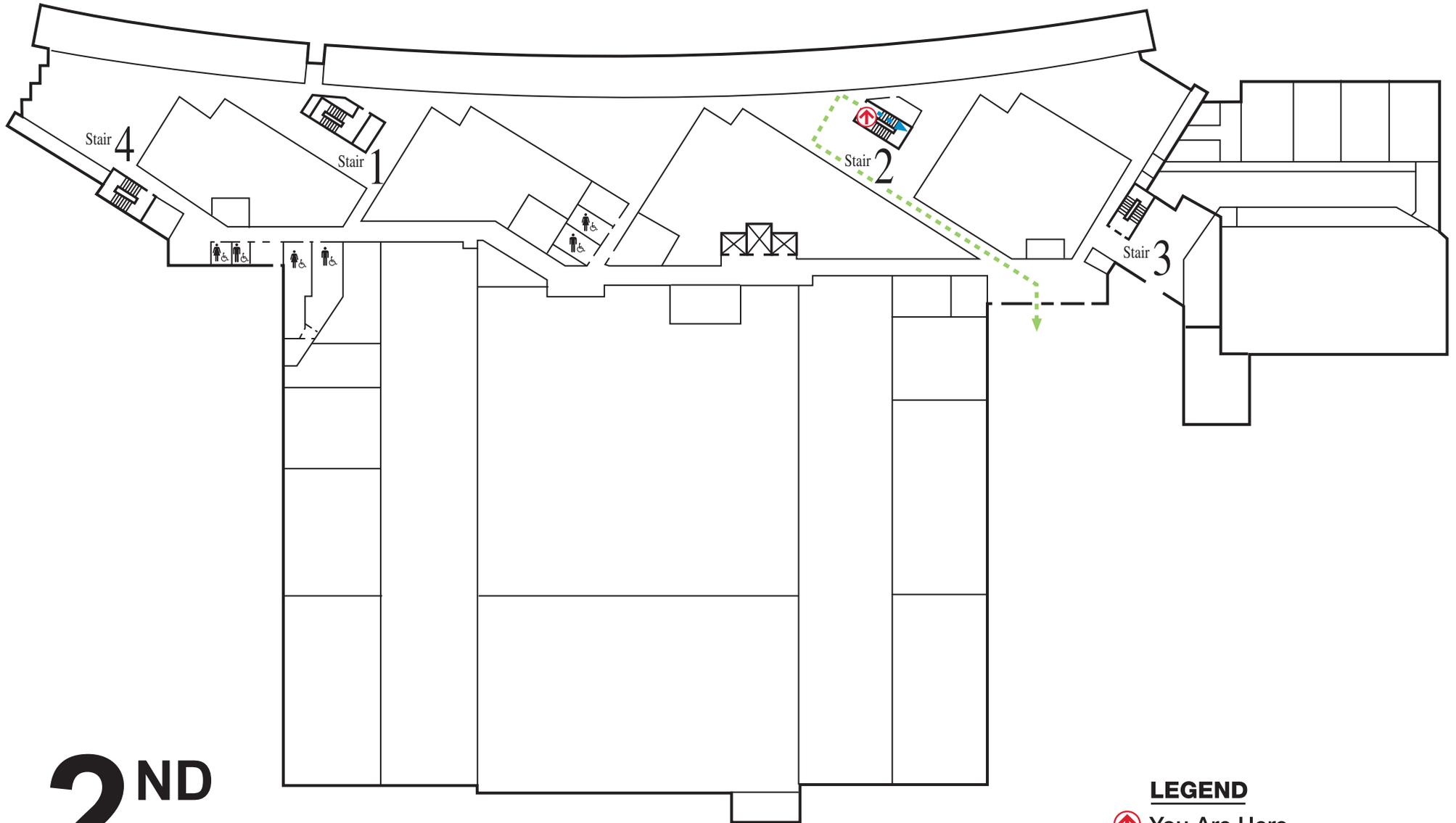


2ND
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

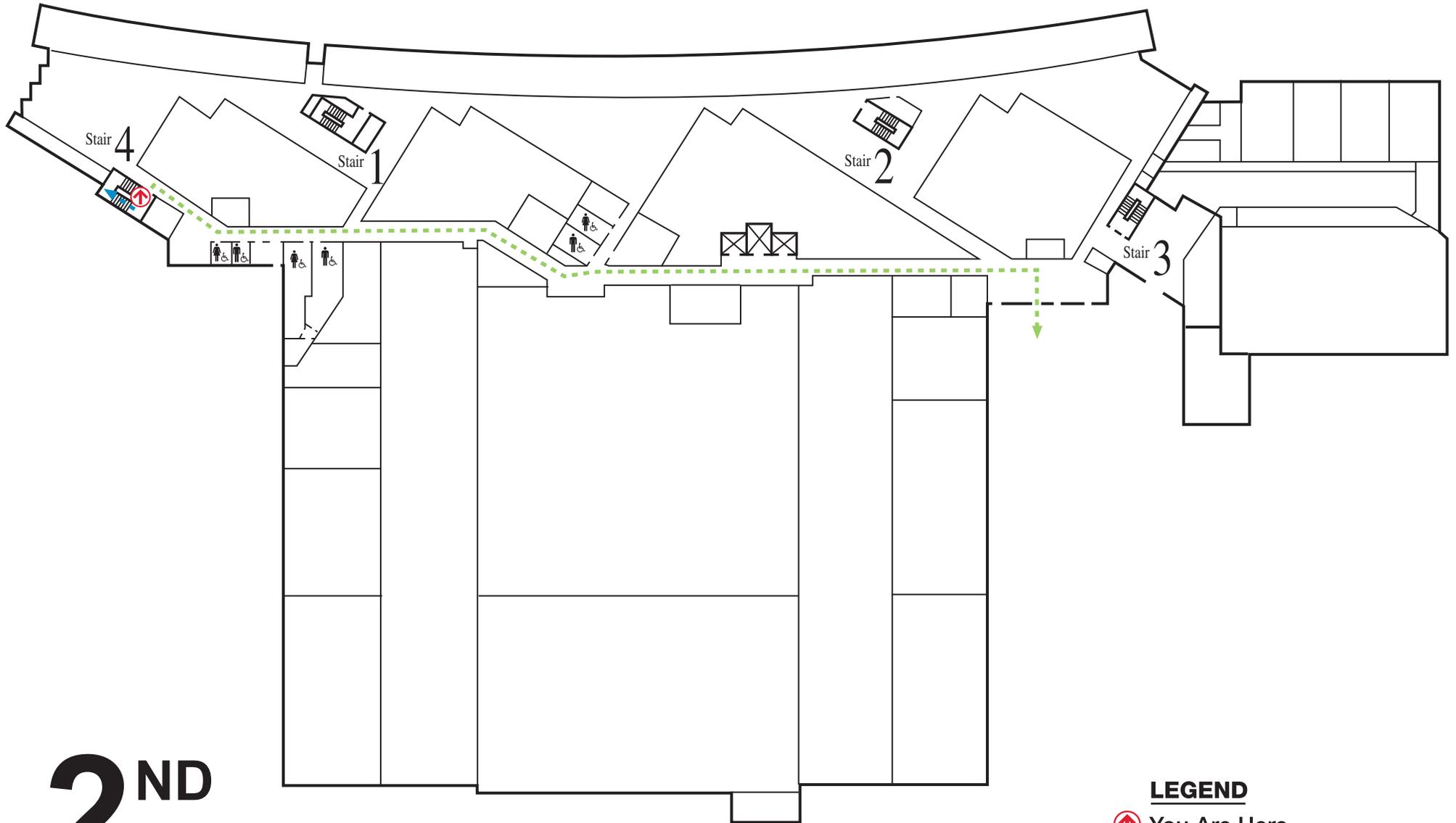


2ND
FLOOR

LEGEND

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-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

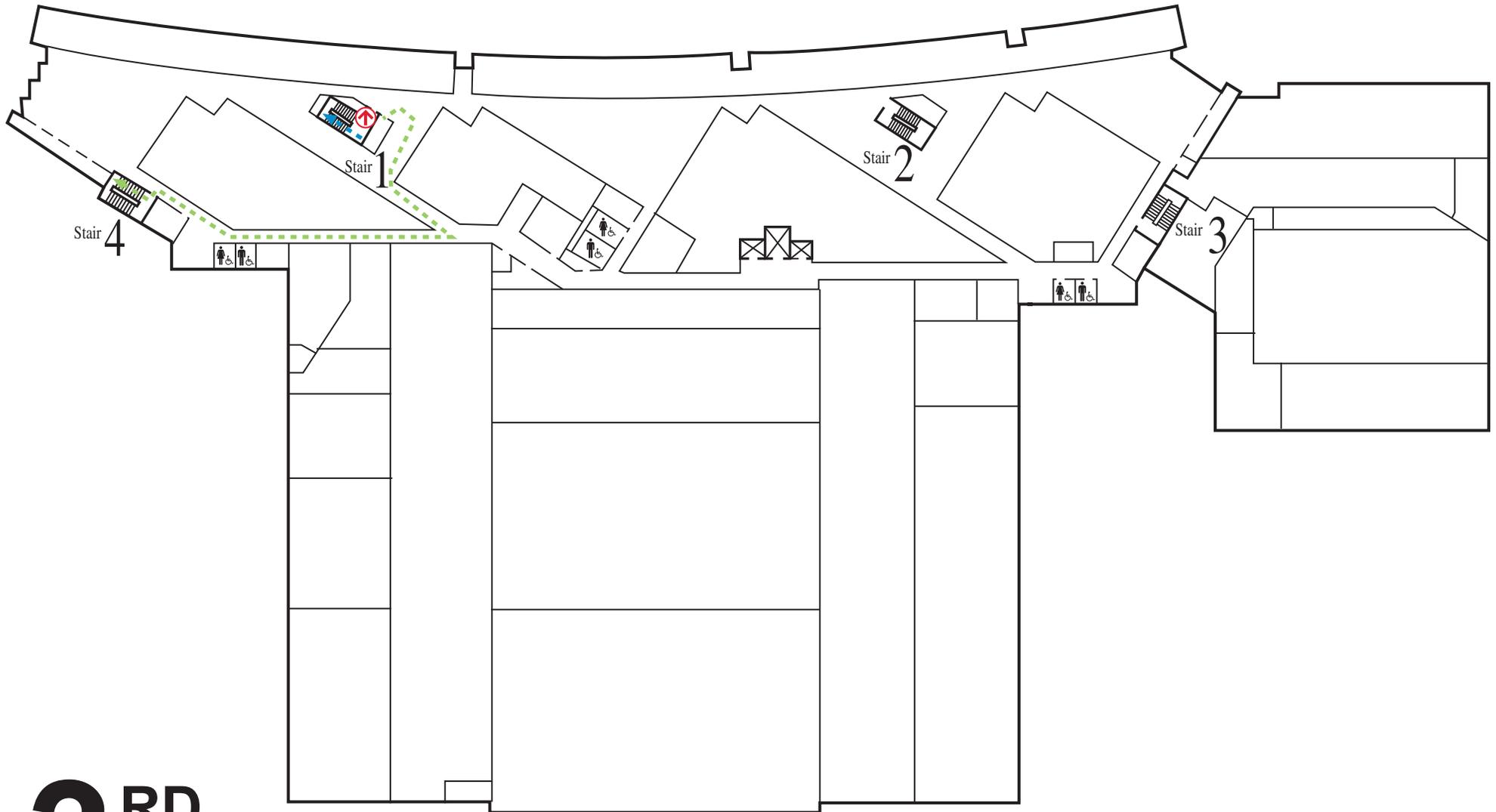


2ND
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

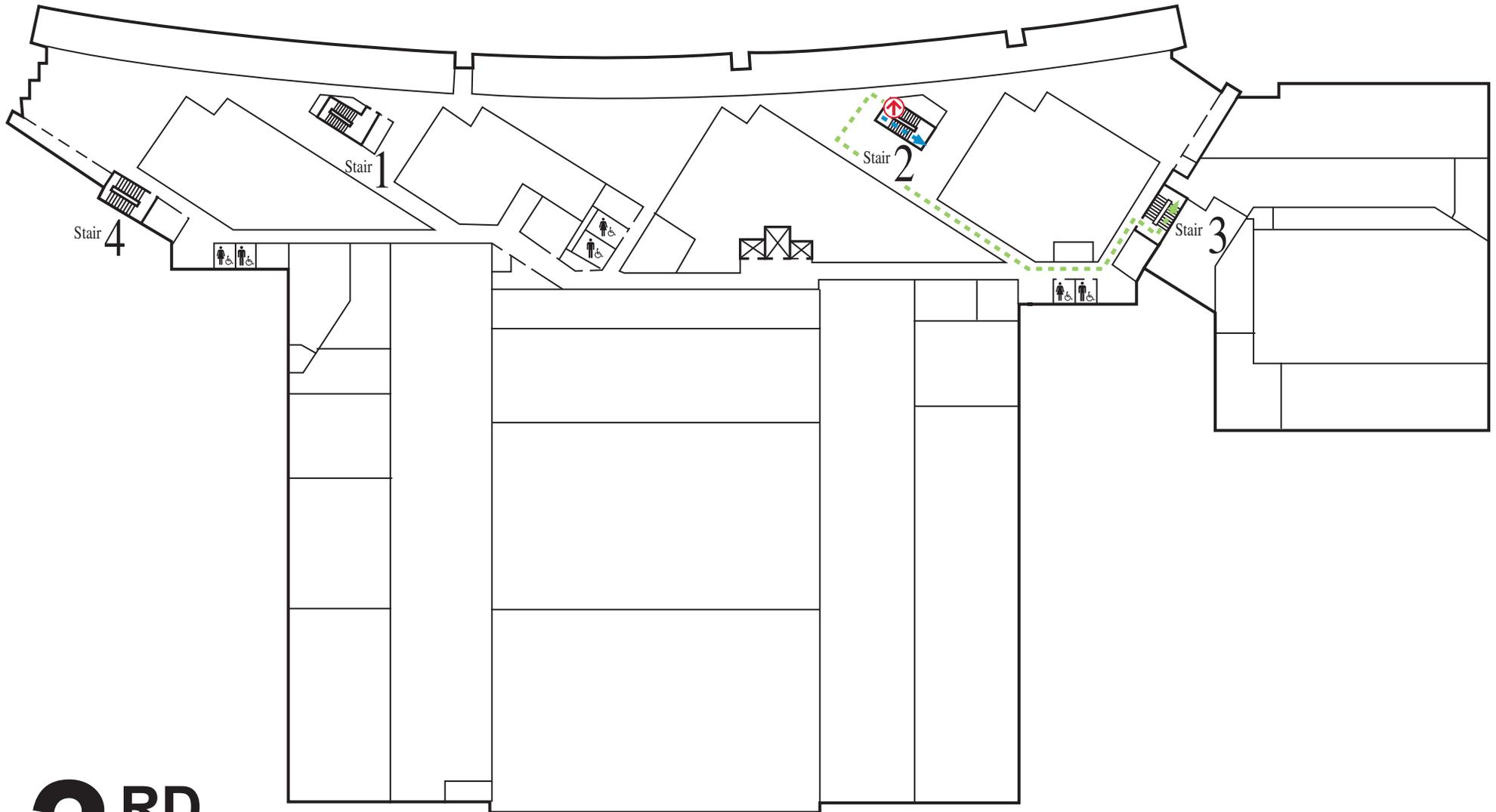


3RD
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

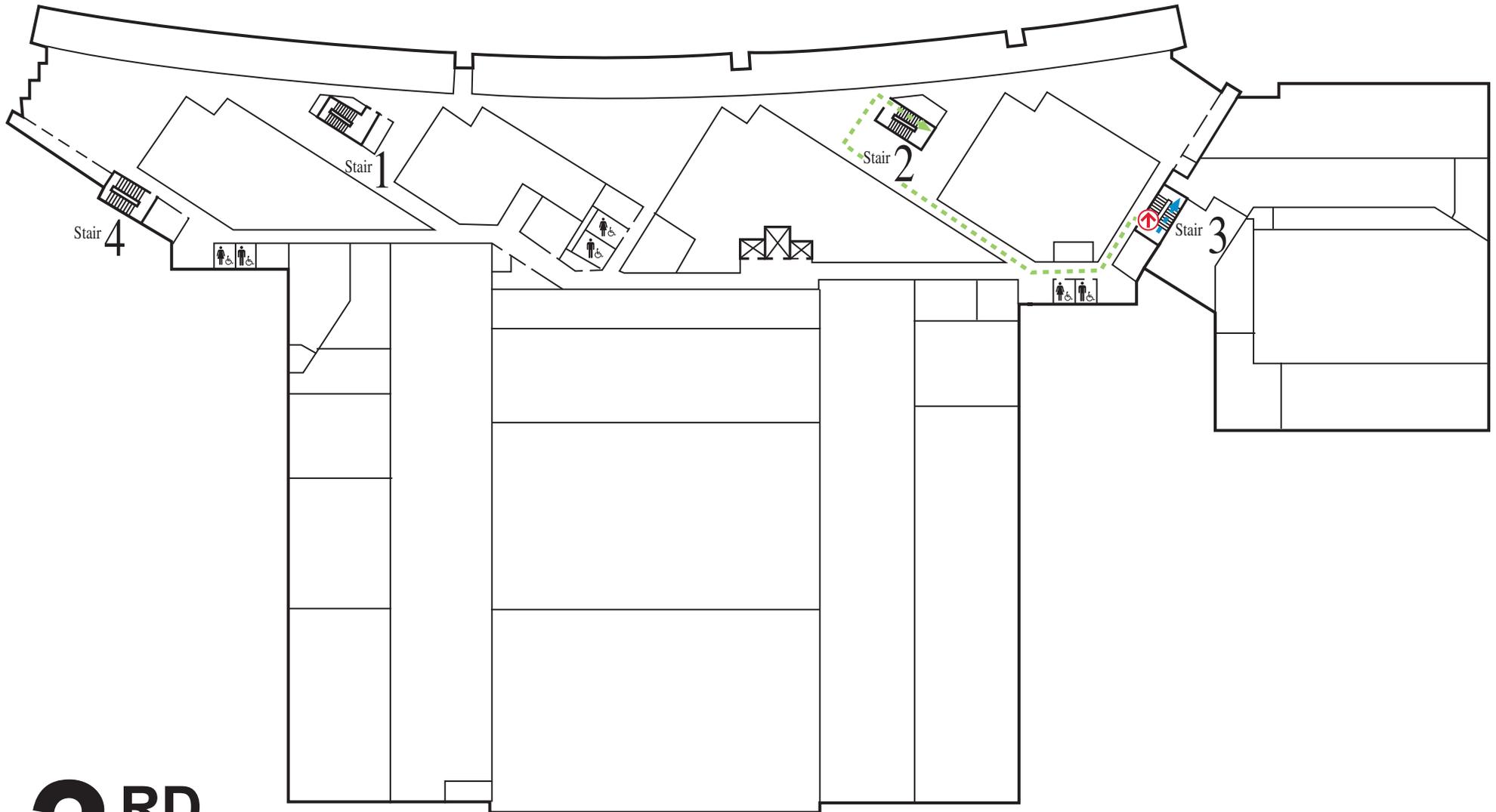


3RD
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

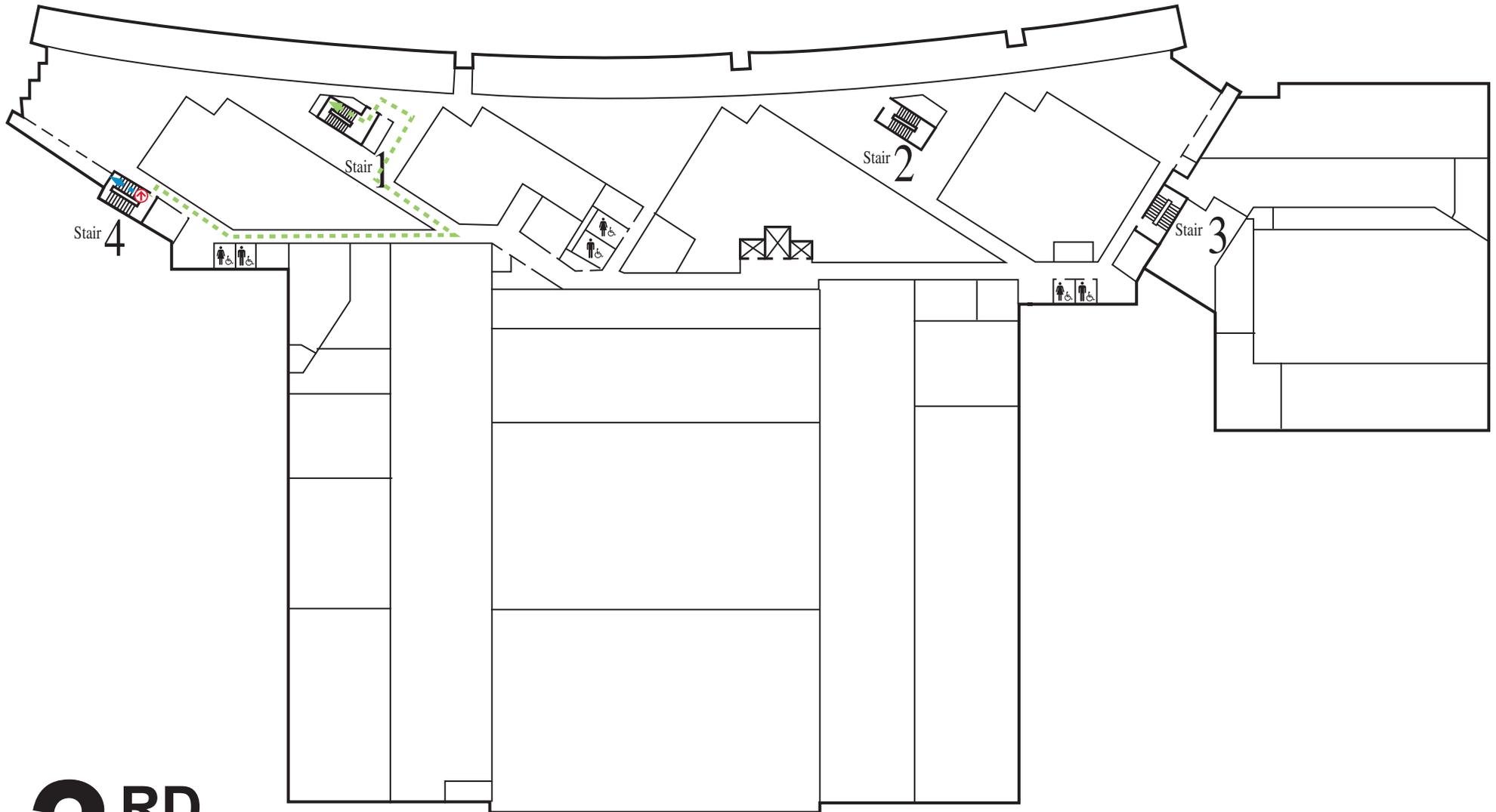


3RD
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

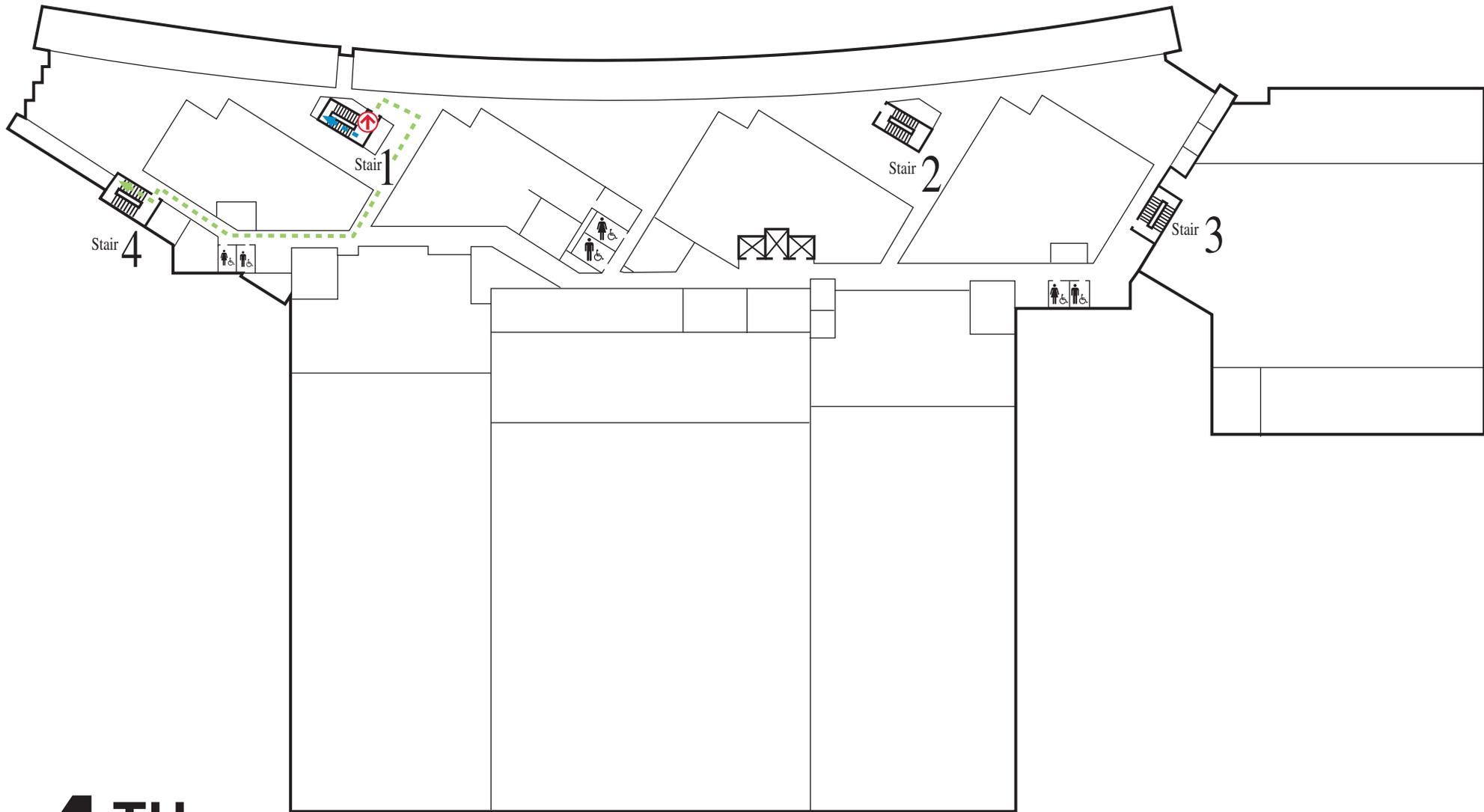


3RD
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN



**4TH
FLOOR**

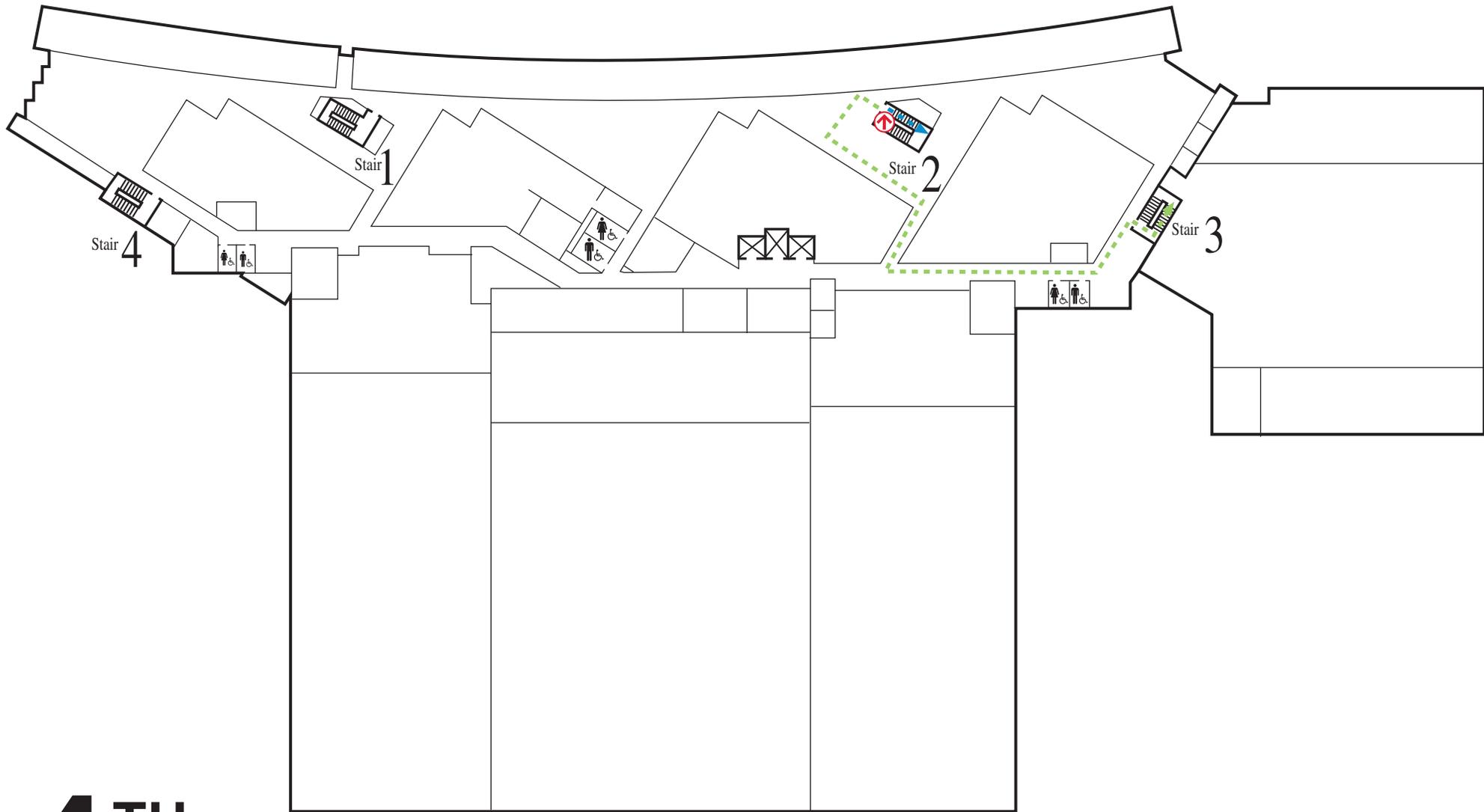
LEGEND

You Are Here

Primary Evacuation Route

Secondary Evacuation Route

EVACUATION PLAN

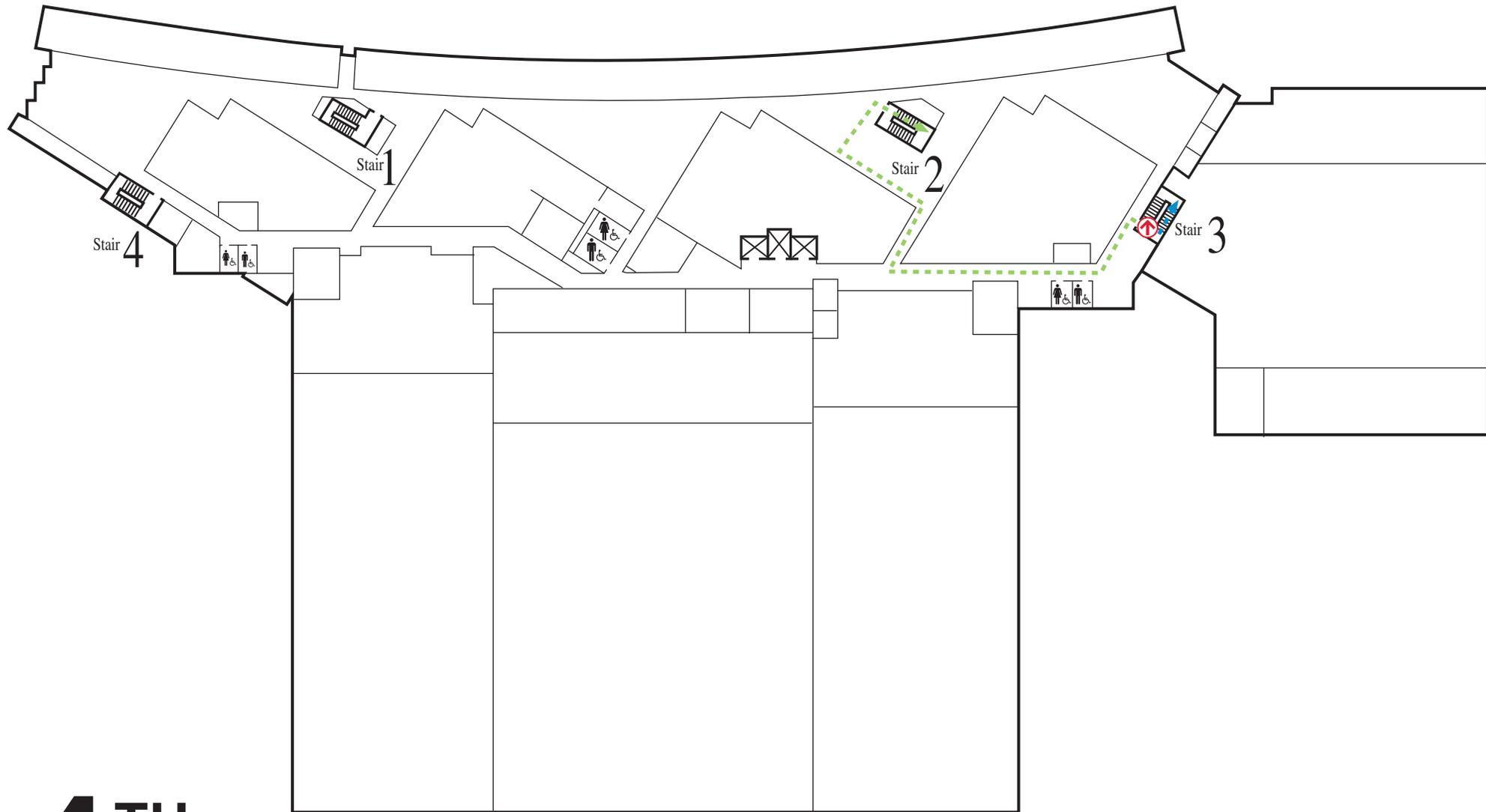


4TH
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

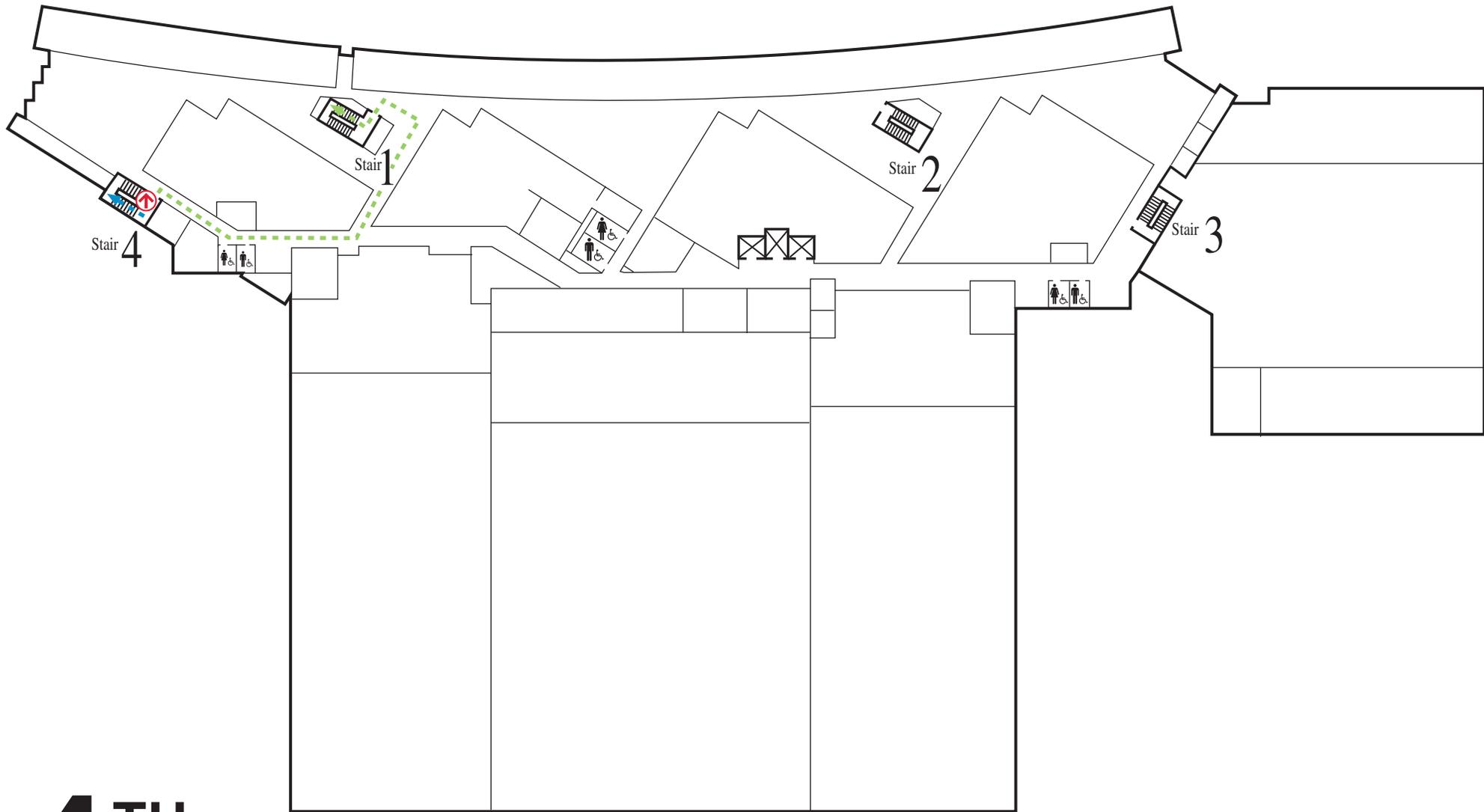


**4TH
FLOOR**

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

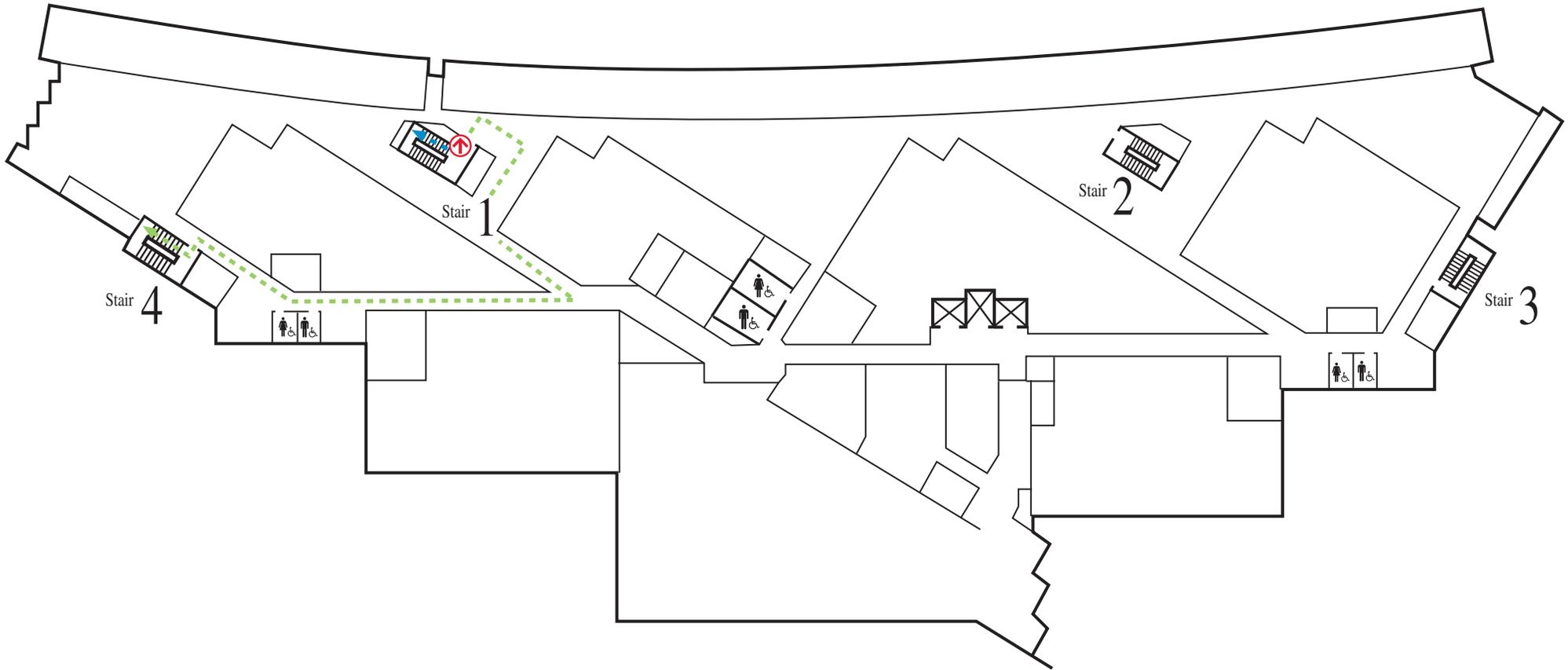


**4TH
FLOOR**

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

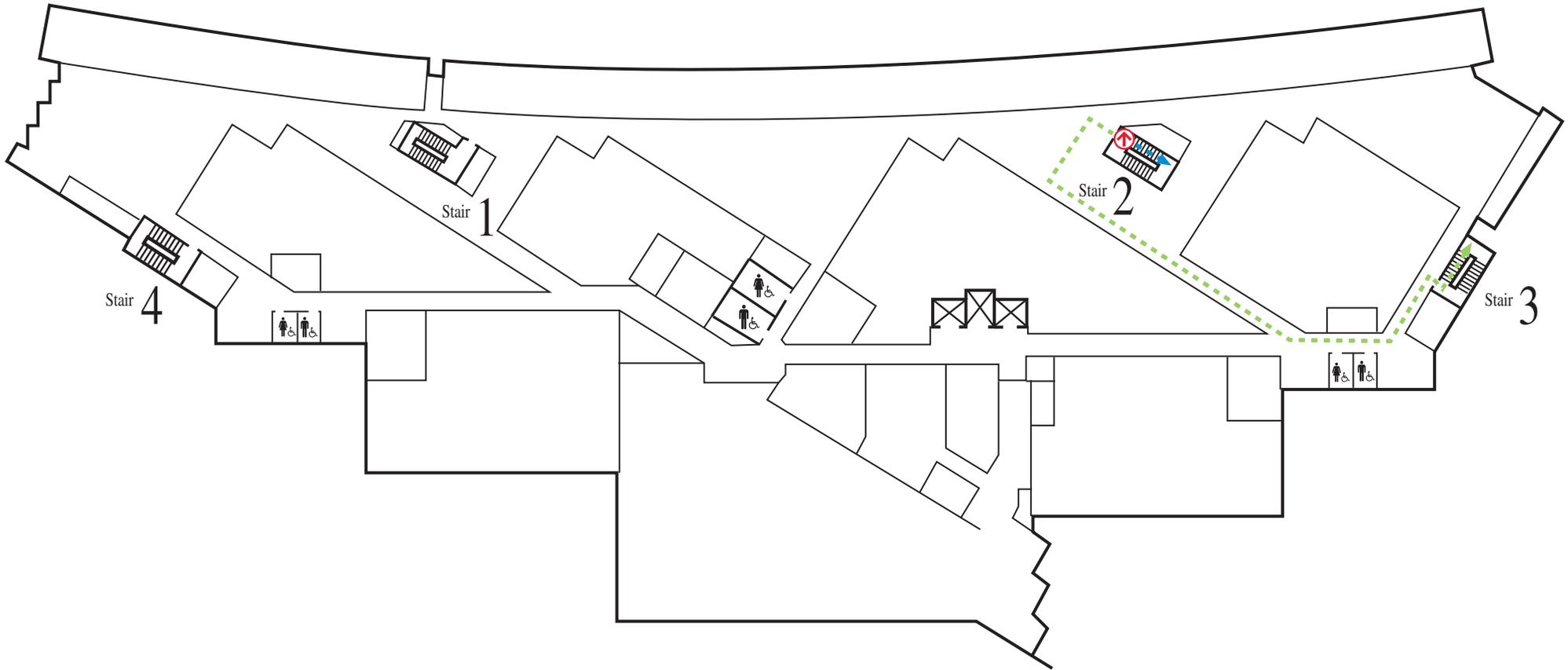


5TH
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

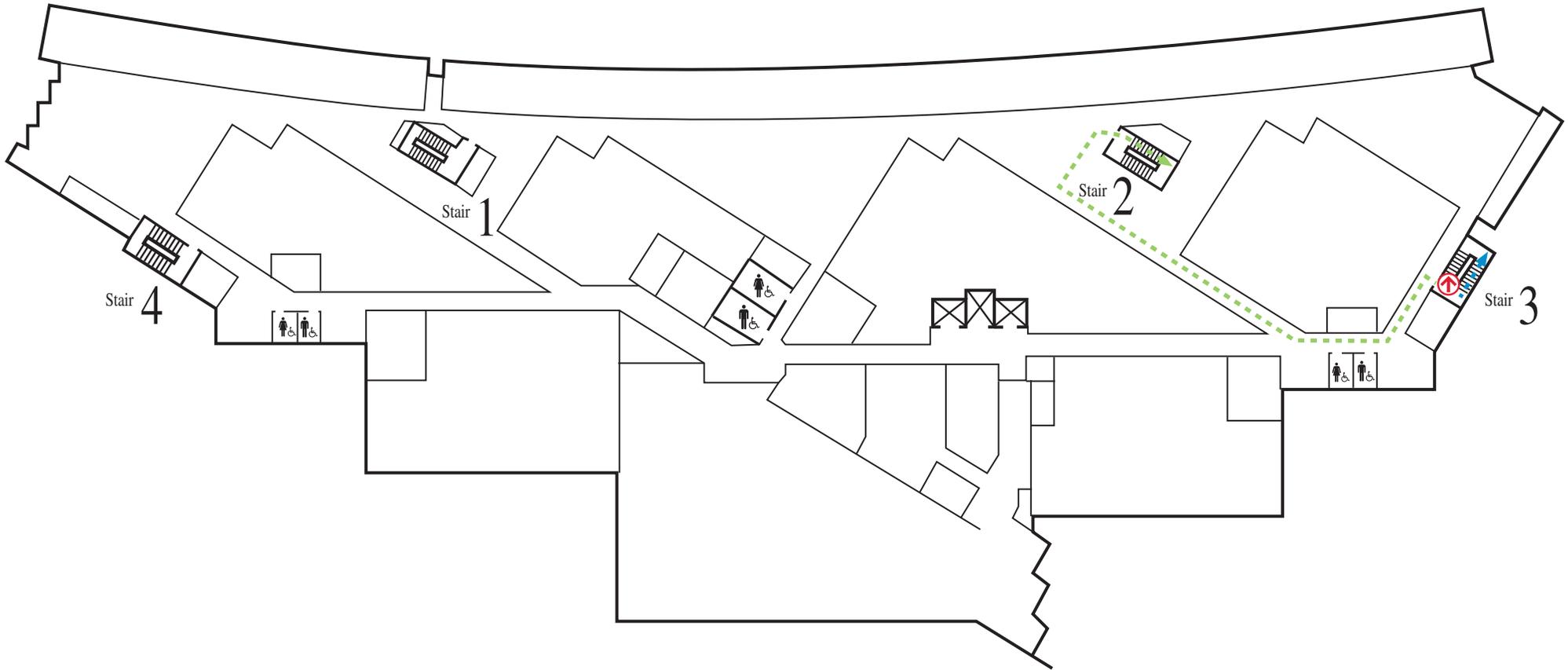


5TH
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

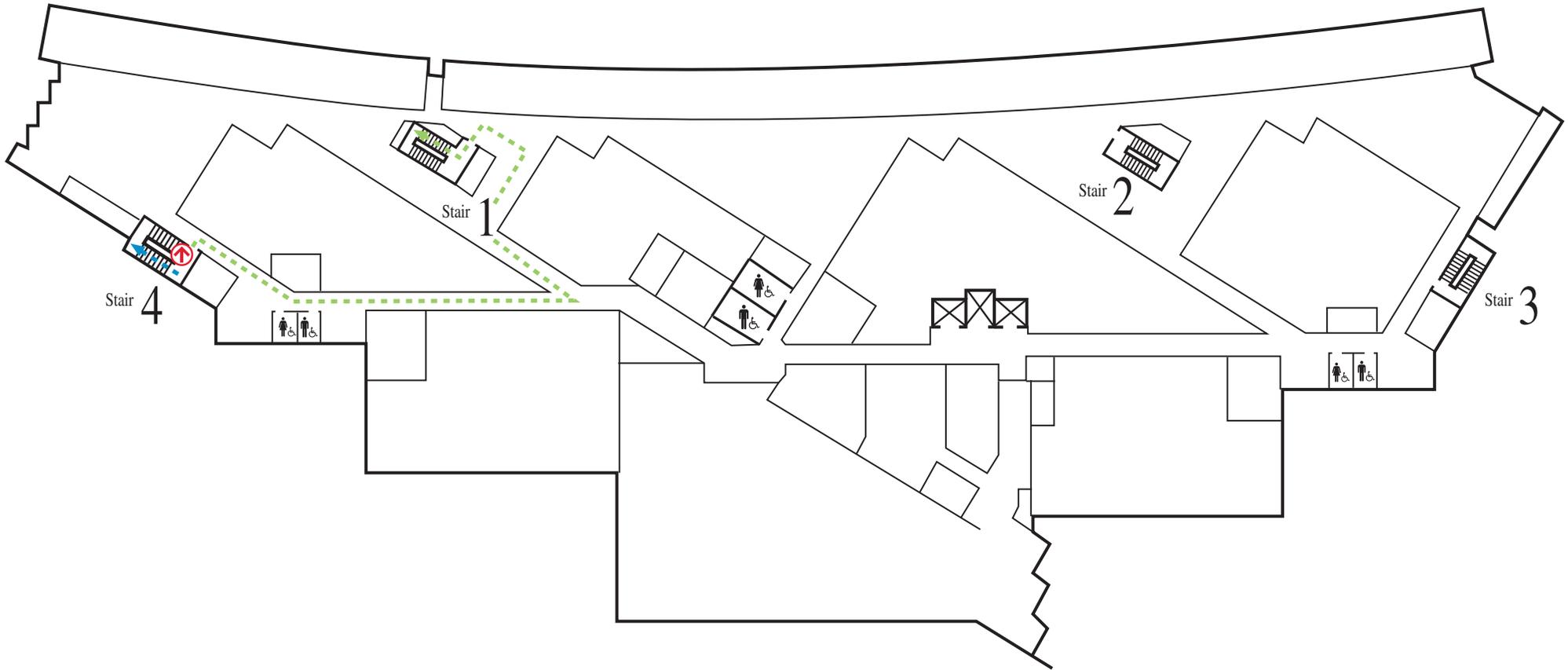


5TH
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

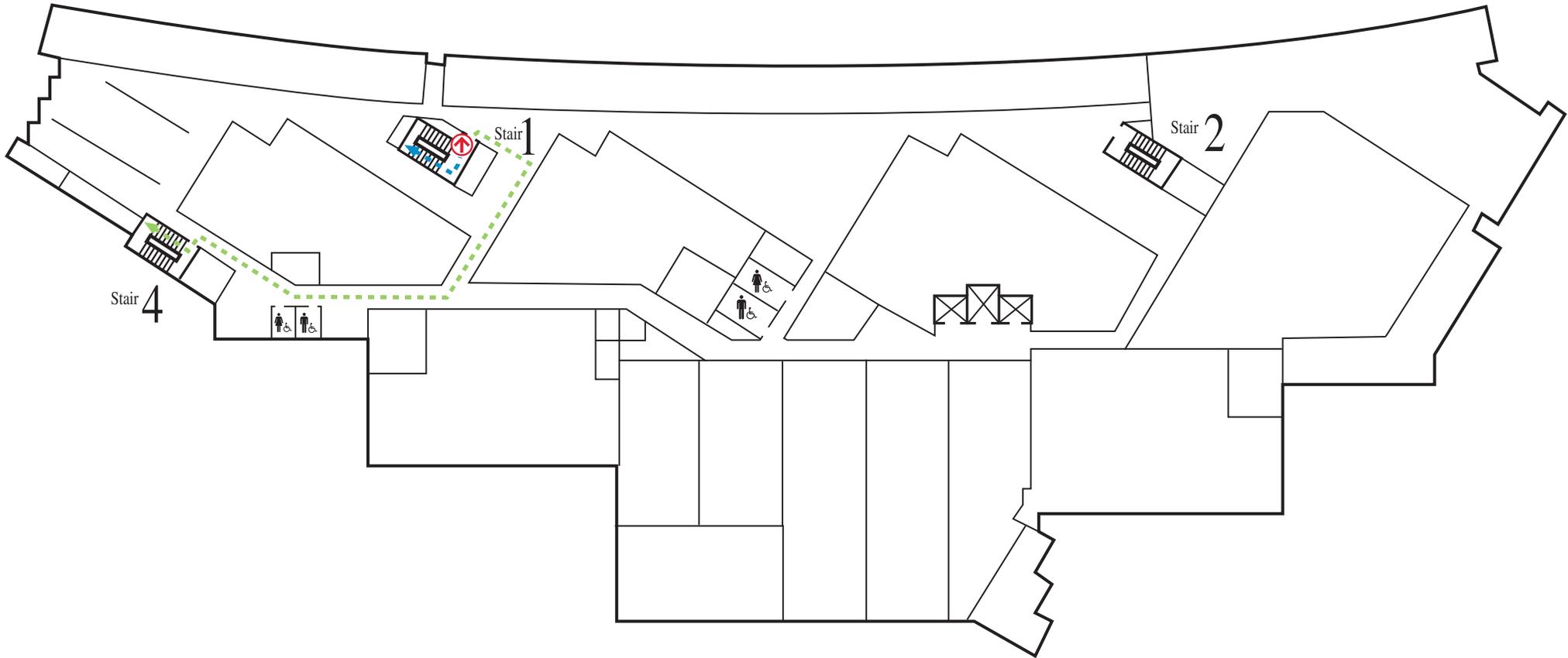


5TH
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

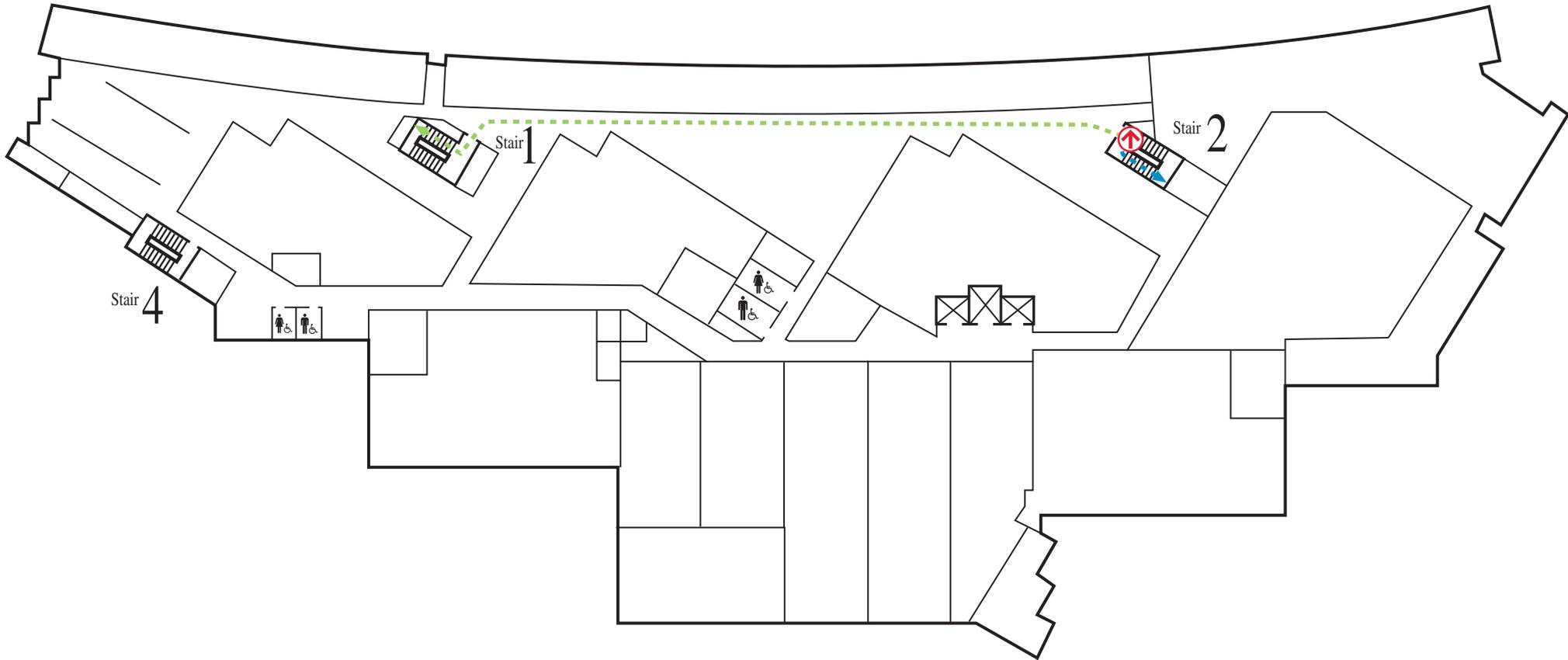


6TH
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

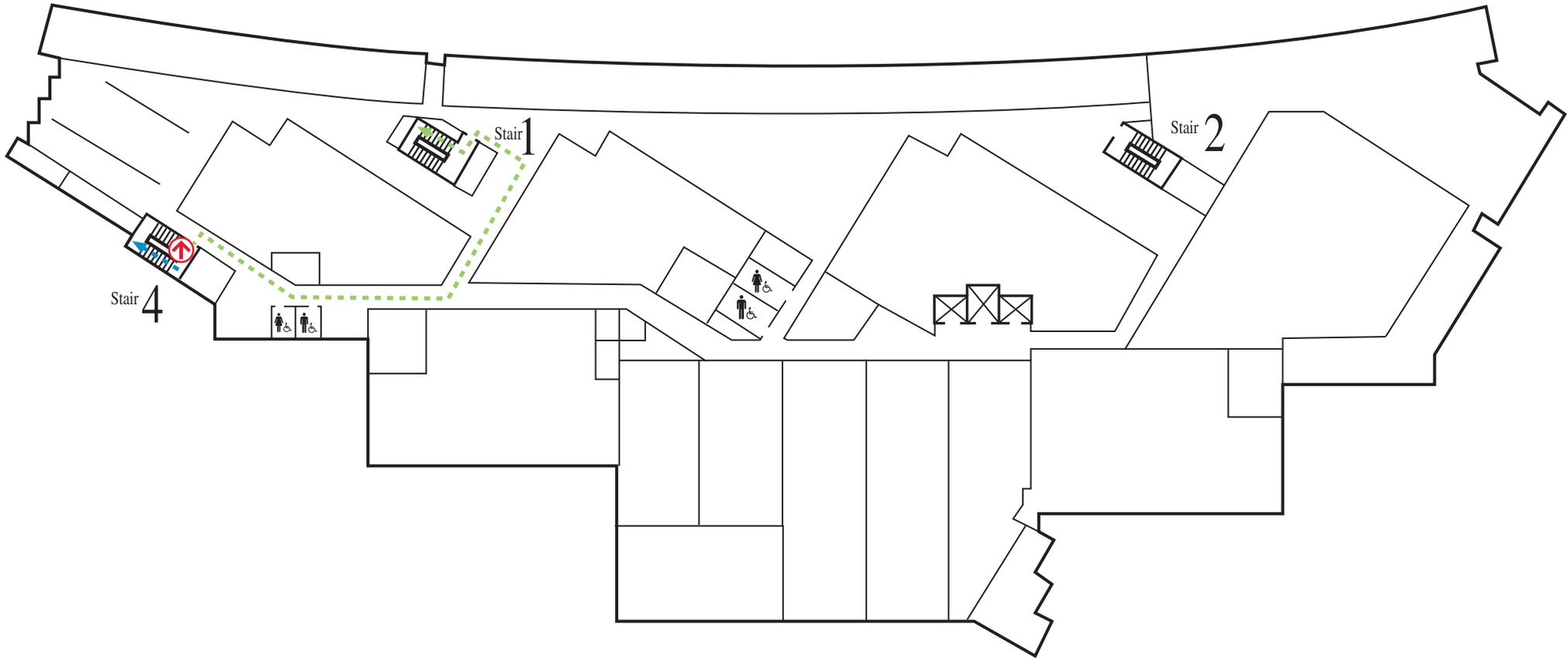


6TH
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

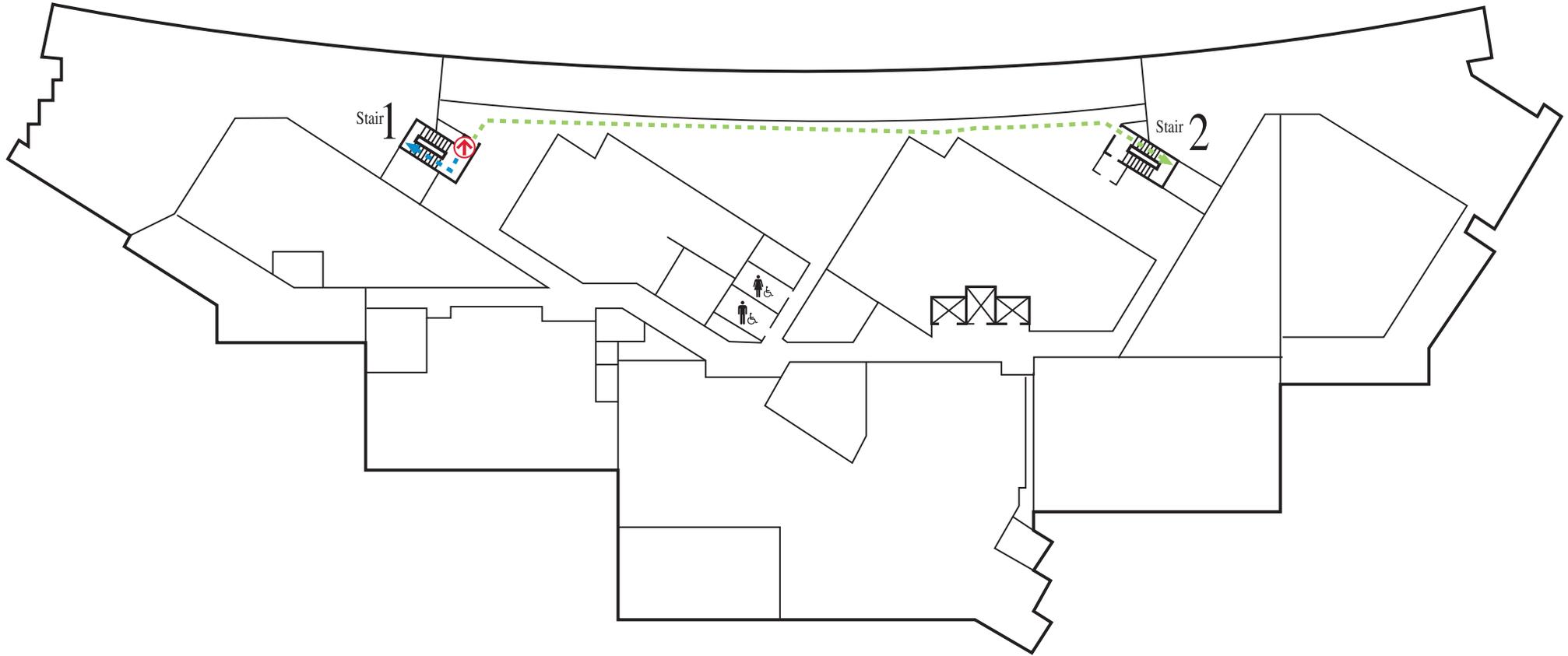


6TH
FLOOR

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN

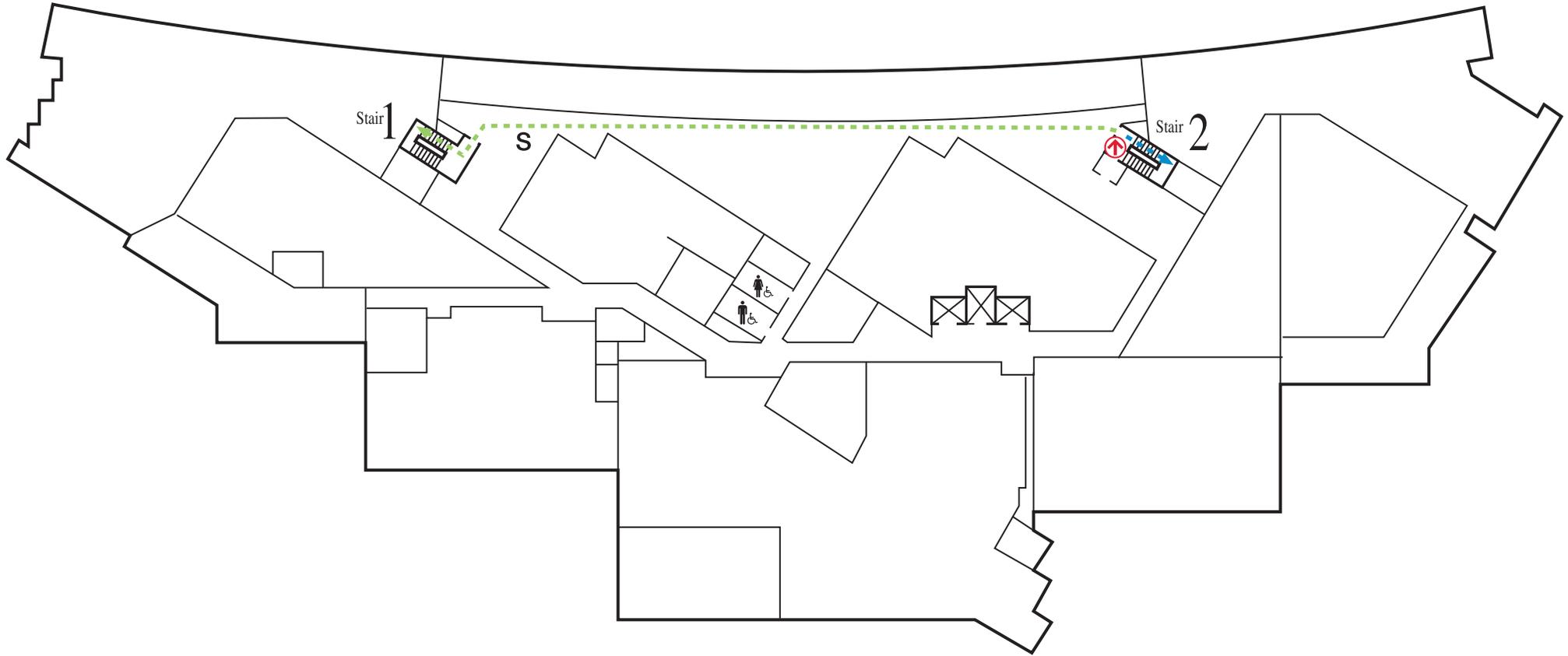


**7TH
FLOOR**

LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route

EVACUATION PLAN



LEGEND

-  You Are Here
-  Primary Evacuation Route
-  Secondary Evacuation Route