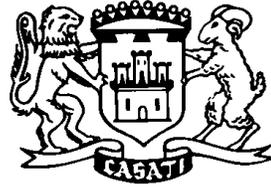


Continental Offices



FIRE AND LIFE SAFETY MANUAL

Disclaimer:

The enclosed fire and life safety procedures are intended for the purpose of assisting our tenants in the event of an emergency. This manual does not assume to account for all specific emergency

situations, but rather, is intended to give basic instructions for emergency evacuation and shelter in the event that it is required.

TABLE OF CONTENTS

Emergency Telephone Numbers.....	5
Introduction	7
Organization	8
Organization Chart.....	8
Group Leader/ Alternate	9 - 11
Fire Protection Procedures.....	12
Fire Procedures	13 - 14
Evacuation Procedures	15 - 16
Bomb Threat Procedures.....	17
Bomb Threat Checklist.....	18
Types Of Bomb Threat Calls.....	19
Conducting The Search.....	20
What To Look For.....	21
Location Of Suspicious Item.....	21
Evacuation Procedures To Follow In Case Of A Bomb Threat.....	22
Tornadoes.....	23
Evacuation Procedures To Follow In Case Of Aircraft Collision.....	23
Medical	24
Shelter In Place	24
Evacuation Procedures: Threat Defense Guidelines	25
Additional Website Information	25

APPENDIX

Fire Exit Route Floor Plans

Emergency Telephone Numbers

Fire	911
Non-Emergency (Des Plaines, IL)	847.391.5333
Police	911
Non-Emergency (Des Plaines, IL)	847.391.5400
Emergency - Ambulance	911
Emergency - Hospital	911
Emergency - Cook County Sheriff	911
Emergency - State Police	847.291.4444
FBI	312.431.1333
U.S. Secret Service	312.353.5431
Poison Control Center	800.222.1222
Cook County Sheriff - General Info	708.865.4700
State Police - Dept. Of Public Safety	312.814.2834
State Police - Non-Emergency	847.294.4400
Office Of The Building	847.376.2000
National Weather Service	815.834.1435
HOSPITALS	
Holy Family Hospital	847.297.1800
100 North River Road	
Des Plaines, Illinois	
Lutheran General Hospital	847.723.2210
1775 Dempster Road	
Park Ridge, Illinois	

INTRODUCTION

This Emergency Fire and Life Safety Procedures Manual has been developed to maintain an efficient emergency organization with procedures to cover emergency conditions that are essential to the safety of your employees.

This plan is to help provide protection, and is designed as simply as possible to allow maximum flexibility.

This manual has been prepared for your use and contains policies and procedures applicable to the following emergencies:

BASIC PLAN:

1. FIRES
2. BOMB THREATS
3. TORNADOES
4. AIRCRAFT COLLISIONS
5. MEDICAL
6. SHELTER IN PLACE
7. THREAT DEFENSE GUIDELINES

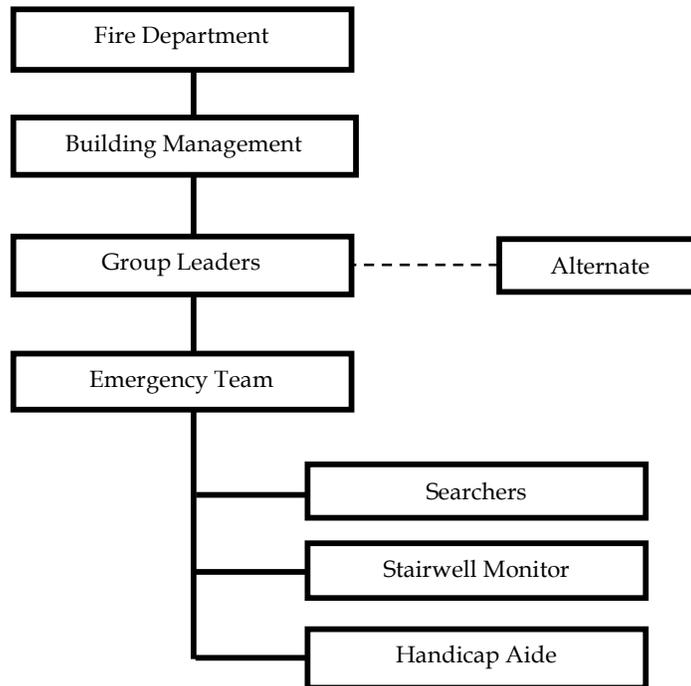
ORGANIZATION

In consideration of safety and security requirements, we have provided a basic emergency plan that treats each company as a separate unit.

Each company should have an organization composed of key personnel, under the leadership of Group Leader, who is responsible for implementing the emergency procedures described in this manual.

The Group Leader is also responsible for maintaining all positions designated on the emergency organization chart for their company. In addition, the Group Leader maintains liaison with the Office of the Building.

ORGANIZATIONAL CHART



GROUP LEADER/EMERGENCY TEAM**Basic Function**

Operates under the general supervision of Office of the Building. Supervises emergency measures for the safety and welfare of employees for his/her company.

Responsibilities

1. Nominates personnel for any key emergency positions that are vacant.
2. Maintains a current roster of all group leaders, searchers, and alternates for his her specific company. Possibly this responsibility can be the receptionist who has knowledge of attendance.
3. Informs Office of the Building of changes in emergency personnel.
4. Alerts key emergency personnel of potential emergencies.
5. Supervises the activity and training of all key emergency personnel to insure performance.
6. Periodically reviews emergency procedures with Office of the Building.
7. Insures that special emergency procedures are implemented and followed.
8. Responsible for informing and training key emergency personnel and all other personnel on emergency procedures.
9. Pre-plan the egress handling of physically disabled personnel. If there is no smoke in the building, the physically disabled individual may wait in the elevator lobby for assistance from the fire department. If smoke is apparent, everyone including physically disabled individuals must use stairwells. Please provide a list of physically challenged employees to the Office of the Building.
10. Responsible for the evacuation of all personnel, including the physically disabled individuals.
11. Maintains communication with key personnel within building during time of emergencies.

Job Requirements

1. Know details of emergency preparedness procedures.
2. Know location of all exits on floor.
3. Know location of all fire equipment on floor, including pull alarms (if applicable).
4. For those tenants who have fire extinguishers, please familiarize yourself with the location.
5. Able to operate fire equipment.
6. Know location of all light switches.
7. Know location and how to use all miscellaneous emergency equipment on floor.

The Group Leader shall assist the Emergency Team in all areas of responsibility and assume the leadership role in his/her absence.

SEARCHER

Basic Function

Under supervision of the Group Leader/Emergency Team, the searcher is responsible for finding and evacuating all company personnel, specifically from remote areas such as storerooms, file rooms, coffee areas, etc. of the floor.

Specific Duty

From a common starting point, proceed in opposite directions and advise all personnel to proceed to the nearest emergency exit. Remember, the calm voice and bearing of a trained person can minimize fear and panic.

Coordinate with the Group Leader evacuation of personnel with physical disabilities who require special assistance.

Responsibilities

1. Checks all rooms, including restrooms, conference rooms, and remote areas on the floor.
2. Advises any remaining personnel of an emergency and insists on their evacuation.
3. Know location of all fire equipment on floor, including emergency pull alarms (if applicable).
4. Know location of all ABC fire extinguishers.
5. Able to operate fire equipment
6. Know location of all light switches
7. Know location and how to use all miscellaneous emergency equipment on floor.
8. Close doors behind them.

STAIRWELL MONITOR

Basic Function

Stairwell Monitors are responsible for the orderly evacuation of personnel through assigned stairwell exits.

Responsibilities

1. Inspects stairwells for possible heat and smoke conditions before evacuation.
2. Instructs personnel to form a single-file line into the stairwell and directs personnel to exit along the right side of the stairwell.
3. Supervises and monitors evacuation flow while remaining calm and encouraging calmness and orderliness in an evacuation.

CONTROLLING WORKPLACE HAZARDS

The group leader and the emergency team will perform routine housekeeping and emergency equipment inspections on each floor. Fire safety is serious business and of utmost importance to every employee. Full cooperation in understanding the emergency procedures is everyone's responsibility. Employees shall maintain good housekeeping and identify any special hazards to the emergency team during their inspections.

DRILLS

Emergency drills should be conducted to insure that every employee understands his/her responsibility in the emergency plan. Annual drills shall be scheduled for each floor.

EMPLOYEE ORIENTATION

Every working employee of a tenant or the management shall be given an orientation of emergency procedures for the building, and will be required to participate in any drills.

New and/or temporary employees shall receive an orientation by their supervisor/employer on the first day they report to work. This will insure their knowledge and responsibilities should an emergency occur. Each person will receive a one-page summary of emergency procedures.

FLOOR PLAN

The Office of the Building will post a floor plan indicating exit routes in the elevator lobby. This shall include routes to emergency exits.

ORGANIZATION FOR EACH TENANT

1. A Group Leader and their Emergency Team are responsible for emergency procedures for their company. Each company should have a Group Leader who will assist in the event of an emergency.
2. Fire and smoke will require evacuation. You should familiarize yourself with your position on the floor and the location of all exit stairwells.

EVACUATION PROCEDURES

1. Report to your assigned Group Leader.
2. Exit under direction of Group Leader.
3. Stay with group throughout evacuation.
4. Do not use elevator during fire emergencies!
5. Establish a meeting place in the parking lot for each tenant.

FIRE PROTECTION PROCEDURES

The Office of the Building looks upon fire prevention as a year-round program, and emphasizes the need to be continually on the alert to prevent fires.

Please help protect your lives, your property and ours, by observing the following:

1. Dispose of trash promptly. If you have a sizable amount, call the Office of the Building to have it removed or carry it to the freight elevator vestibule after 4:30 p.m. The cleaning crew will dispose of trash left here at the end of the day.
2. Refrain from throwing tobacco products in wastebaskets - this could result in a smoke or fire hazard.
3. At the end of the day, please unplug coffee makers and other heating devices. Also, office machines should be turned off. If you have computer equipment which is running 24 hours a day, be certain it is not in a congested area and free from surrounding clutter, especially that of a flammable/combustible nature.
4. Smoking or the carrying of lighted tobacco products is strictly prohibited in all public places and common areas by an ordinance of the City of Des Plaines. See Smoke Free Illinois Act Ordinance Section.
5. **In case of fire, stairways must be used.** The elevators must be available for the fire department.

In the event of a fire, tenants are to walk down the stairs and exit on the first floor and out of the building to the parking area, keeping all driveways and entrances to the building clear. The Fire Department has informed us that keeping all driveways and entrances to the building clear is extremely important for everyone's safety. Do not remain in the entryway once you have exited the building.

Again, DO NOT use the elevators. The elevators must be available for use by the Fire Department personnel only.

Any questions or concerns regarding fire safety procedures should be directed to the Office of the Building.

FIRE PROCEDURES

Should you become aware of fire in your vicinity, see or smell smoke, you have several options.

The following instructions should be reviewed with all employees to insure their understanding and performance.

1. SMELL SMOKE

Call the Des Plaines Fire Department at 911 immediately, and then call the Office of the Building at 847.376.2000.

2. SEE SMOKE OR MAJOR FIRE

If you see smoke, or, if in your judgment, any fire has reached **major** proportions (looks as if it is spreading):

(A) If alarm is not activated - activate the closest "Pull Station"

(B) Call 911

(C) Advise Group Leader

(D) Assemble with your group leader and prepare for evacuation

Under the second condition there should be no hesitation to do the above and evacuate immediately.

Once the fire department arrives on the scene, they assume full responsibility for fire suppression. Any people involved in fire suppression should relinquish their duties to the fire department.

Even though the fire is small, smoke may enter the air handling systems and go onto other floors, so it is most important that you immediately contact the Group Leader or one of the your Emergency Team members.

Your prompt action will relieve the tensions of personnel on other floors, just as you would want to know if it happens on another floor.

SMOKE

The number one problem in any fire may not be the fire itself, but the smoke that is generated. Not only can the fire/smoke deplete the oxygen we breathe, but also contaminates the air with toxic materials.

In an enclosed building, all air is supplied by air handling systems. Smoke can overload the system rather quickly. Thus, in most cases, all personnel should exit the affected floor except those who are directly involved in the emergency. Where smoke is localized (only affects one floor) personnel may be evacuated to another floor.

Important Points To Remember:

If caught in smoke - take short breaths, breathe through your nose and crawl to escape. The air is purer near the floor.

Touch all door handles 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 or pressure comes through the door, slam it shut and seek another exit.

WINDOWS

UNDER NO CIRCUMSTANCES SHALL EMPLOYEES BREAK WINDOWS FOR VENTILATION. This creates an oxygen-rich environment, which fuels the fire and intensifies the smoke.

EVACUATION PROCEDURES

The accepted commercial office building procedure is to evacuate in a fire situation.

Evacuation Notifications

Should a decision be made to evacuate personnel from any floor, this decision will be made by your Group Leader/Emergency Team and with the Fire Department and the Office of the Building.

Physically Disabled Persons

Each Group Leader should know the names and locations of physically disabled or impaired personnel within their company.

Physically disabled personnel in wheelchairs or on crutches should be carried by two reasonably strong assigned persons when evacuating. Wheelchairs should be left behind.

Please remember, if there is no smoke in the building, the physically disabled individuals may wait in the elevator lobby for assistance from the fire department. If smoke is apparent, stairwells must be used by everyone including physically disabled individuals. However, the fire department needs to be notified that individuals are waiting for assistance on a specific floor.

Protection Of Valuables

Any employees with purses should be instructed to take their purses with them upon evacuation.

All employees should lock their desks (if possible, and if time permits) after placing official papers, documents, etc., in the desks. If time permits, employees should also take their coats with them.

Any employees wearing high-heeled shoes should remove them to walk down the stairwells. Male employees should loosen their ties and shirt collars.

Evacuation By Elevators Prohibited

As per City Ordinance, in the event of an emergency, the use of elevators is prohibited other than by the fire department.

Evacuation Through Stairwells

Any fire/smoke emergency which calls for evacuation of floor personnel shall be carried out by using the stairwells. The group leaders are responsible for personnel within a specific company on each floor and shall inform and train all personnel as to their assigned exit's (stairwell) location and proper procedure to use.

Exit doors on all floors allow entry into the stairwell.

All stairwells are fire rated for 2 hour and are made of fireproof construction. **However, once in the stairwell, doors should remain closed**, to help keep smoke from entering them, and only opened to admit additional personnel or to exit onto another level.

PROCEDURES FOR TRAFFIC IN STAIRWELLS

1. Group Leaders will assist personnel from their designated floors toward their assigned exit into the stairwell.
2. Group Leaders or Emergency Team personnel should lead the people down their assigned stairwell single file in an orderly manner, staying close to the inside of the stairwell.
3. As personnel approach the next landing, they should be prepared to move to the center (toward the inside) of the stairwell, if necessary, to allow any evacuees from that level to move into the stairwell.
4. The Group Leader or the Emergency Team should be the last person to leave his or her floor, making certain that all personnel have been evacuated from all areas of the floor, including restrooms, conference rooms, utility room, etc.
5. As soon as a Group Leader has determined that his or her suite is cleared, he or she will report to the Lobby Floor Warden (representative from the Office of the Building) and advise that all personnel have been evacuated.

LEAVING THE BUILDING

If the evacuation command requires leaving the building, then the Group Leader and/or Emergency Team should take all personnel to their assigned or pre-designated areas.

Care should be taken to avoid hindering fire fighters and vehicular traffic when leaving the building and crossing the street.

A minimum of 300 feet should be used as a safe distance from the building. Should an intense fire occur, flying glass can become an acute problem and hazardous to your safety.

BOMB THREAT PROCEDURES

A Bomb Threat call sheet should be accessible at the reception desk at all times. Once a call has been received, the following steps should be taken:

REMAIN CALM *** LISTEN**

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Record every word spoken by the person making the call.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, the person receiving the call should ask the caller to provide this information.
3. Pay particular attention for any strange or peculiar background noises. Motors running, background music and the type of music or other noises might give a remote clue to the location of the caller. Listen closely to the voice (male-female), voice quality, accents and speech impediments.
4. **Notify Des Plaines Police Department - 911 or 847.391.5400**
5. **Notify Continental Offices Management Staff - 847.376.2000.**
6. Complete Bomb Threat Call Sheet.
7. Continental Offices Ltd. will notify all tenants by calling and speaking to the head officers of each company or by activating the Fire Alarm System for all occupants to evacuate the building.

**Please use the following page as a master and make copies
for you and your employees.**

BOMB THREAT CHECKLIST

REMAIN CALM! LISTEN! REMEMBER!

When a bomb threat call comes to you:

1. Try to get as much information as possible.
 2. Take notes: Record time: _____ a.m. _____ p.m.
 3. Try to keep the caller talking by asking for the following:
 - A. Repeat the message
 - B. Describe exact location of bomb
 - C. Describe the bomb size
 - D. Tell time of detonation
 - E. Tell how it was constructed
 - F. Tell how and why it was brought into the building
 - G. When asking caller to repeat, indicate you cannot hear
 - H. Tell caller you do not understand
 4. Record the exact wording of call (use other side if necessary):

 5. Record description of caller's voice:
 - A. Sex: Male Female
 - B. Pitch: Low Moderate High
 - C. Speech Pattern:
 Fast Slow Nasal Hesitant Slurred Impediment
 - D. Accent:
 Local Foreign Southern New England Other
 - E. Special Mannerisms:
 Angry Excited Quiet Calm Special Slang
 Sounds Intoxicated Other _____
 - F. Diction:
 Well Spoken (educated) Poor (difficulty, with expression)
 6. Listen for background noises
 Animals Aircraft Railroad Street noise Other _____
 7. **Call 911 and then report call to Continental Offices Ltd. Office of the Building at 847.376.2000.**
 8. Call Received By: _____ Date: _____ Time: _____
 9. Reported to: _____ Date: _____ Time: _____
-

TYPES OF BOMB THREAT CALLS

Although it is impossible to consider every kind of call, experience has revealed that bomb threat calls generally into one of three categories:

1. The caller reaches a switchboard operator, receptionist, secretary, or guard, yells "there's a bomb in the building" and hangs up. The information, though startling, is nonspecific; it is hurried and provides little reason to believe the threat is valid.

Although the authorities should be notified of this call, there is little basis for any other action.

2. The caller is a little more detailed. He may state the possible location, such as "there's a bomb in your building -- it's going off at 11:45! It's going to wipe out that computer on a certain floor."

This begins to assume some validity. You know the caller has knowledge of the facility -- he named the floor as the correct location for your computer. This may be sufficient information to conduct a search on this floor. In a multi-story building, it may require the evacuation of the floor named and the floors above and below.

3. This caller gives enough information to be considered a real warning. He may identify the reason for the bomb; he'll probably call more than once; and he'll usually give an exact time. This caller may be a friendly "tipster" even identifying himself and the reason for the bomb. He may report information on how the bomb is constructed and the bomber's motive if he is not the subject. This caller may even go through a third party such as a newspaper or radio station. It is to this caller that the most serious consideration must be given.

Preparing for a complete or partial building evacuation, designating an evacuation route, and developing a safe area for employees to wait during an emergency period are all part of an emergency evacuation plan.

CONDUCTING THE SEARCH

The search of any area will be conducted by teams of two people. Hallways, rooms, closets, restrooms and cloakrooms must receive special scrutiny. The false ceilings in rest rooms and the water closets where building maintenance store their tools have been favorite spots for persons planting a bomb. File cabinets and door storage cabinets are also examples of where bombs have been stored. Every floor will differ in its construction. However, the most suspect areas are those where any public traffic is permitted. Think about how messengers and delivery men may travel on a floor. Consider the trash receptacles, especially those with false bottoms.

When searching an office or larger room area consider the following plan:

The two team members would center themselves in the middle of a room to be searched back-to-back, facing the perimeter of the room. Each searcher should move to the wall he faces and start his search from floor level to eye level. Movement should then go clockwise, proceeding at an equal pace until one has reached the point where the other started. A small piece of masking tape will be placed at the starting point of each searcher, both at floor and eye level. Flashlights and mirrors may be used to inspect areas where vision is blocked by the building structure or furniture not capable of easy movement. Once the lower perimeter of the room has been completed, the area from eye level to the ceiling center must be searched.

In conducting the search, the first concern should be for any unusual or out-of-place packages. There is no way to give a description of a bomb. The size, shape, and color is limited only to the imagination of its creator. It is difficult for a person not intimately familiar with the immediate office or room to design a device that fits or blends into a particular room. Consequently, the bomb - if it exists - may appear unnatural in its space, location or position.

The covers over heating and ventilating ducts or runs should be closely inspected for signs of having been disturbed.

Rooms with plumbing and water outlets should be thoroughly inspected. Past experience reveals those who have actually placed bombs seek such areas in the hopes that resulting water damage from pipes severed by an explosion will further their destructive aim. Restrooms and janitor's closets are typical points of concern, especially if they are available or accessible to the general public. If these rooms have a false ceiling or panel behind which a package could be hidden, a careful examination should be made.

Packages or briefcases found under desks or tables, or placed behind a piece of furniture or draperies as if to be hidden should be considered suspect. Areas around radiators and in heating ducts should also be searched. Closets and furniture with false bottoms require careful inspection.

When the search of any particular room has been complete, a piece of masking tape should be placed on the door and doorjamb. This will indicate that the room has been searched and preclude unnecessary duplication of effort. The placement of the tape should be eye level where it can be easily seen.

WHAT TO LOOK FOR

The description of a bomb is limited only to one's imagination. However, some past devices have carried certain common characteristics.

Pipe Bombs

As the name implies, the pipe bomb is constructed using a piece of pipe. The two ends of the bomb area closed with caps. A hole will be drilled in one or both ends of the capped pipe. Wires will usually be run through the hole, or a fuse may be hanging from the hole.

Packages and Boxes

Suit boxes, shoe boxes, or cigar boxes seem to be a favorite container. Many times these packages will be taped shut. The packaging is usually crude and many times wires are left hanging outside the package. Bulky envelopes with tape around the exterior have also been found.

... UNDER NO CONDITIONS OR CIRCUMSTANCES SHOULD ANY
SUSPECTED PACKAGE, BOX OR ITEM BE TOUCHED OR MOVED...

Brief Or Attaché Cases

In many past situations, brief cases or attaché cases used to carry an explosive device are inexpensively and/or poorly constructed. Many times they are new and less expensive than the brief cases most management people usually carry.

Remember the caution above ... **do not touch or move any suspect package!!!**

LOCATION OF A SUSPICIOUS ITEM

When an article that may be suspected of being or containing an explosive device is found, immediate notification should be made to 911 (Des Plaines Police Department) and then to the Office of the Building at 847.376.2000.

Upon locating any suspicious package, box or device, do not touch it; move out of the room where it is located. Do not close the door, turn the light switch on or disturb any furniture. Place a piece of masking tape all the way across the open doorway to prevent people from entering this area.

Notify your search team partner. The partner should begin steps to implement evacuation from the floor as you go to the nearest telephone and call 911. Wait at the telephone location for further instructions, keeping the telephone line open.

The police department will contact the Cook County Bomb Squad. The bomb and arson squad will proceed to the discovery location. After you have shown them the location of the suspect item, all remaining bomb search personnel will be asked to leave the area.

The end of the search will be when the personnel of the law enforcement agency answering the request take command. The other terminating directive will be when all reasonable efforts have failed to produce any cause for further action.

EVACUATION PROCEDURES TO FOLLOW IN CASE OF BOMB THREAT

Should a suspect item be located, all personnel will be evacuated from the suspected area, and also possibly from other floors.

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

After all personnel have been evacuated from the particular floor, they will be advised when to return by the Office of the Building.

Having once become familiar with their area, all Group Leaders and their Searcher should be alert to suspicious or strange looking packages, suitcases, etc. located in their area.

TORNADOES

In those areas of the country prone to tornadoes, weather service reports any tornado activity, keeping local news media, radio, and TV stations simultaneously advised of local conditions.

Communications on tornado activity which may threaten the area will be closely followed by property management. Should your area be threatened, all tenant office managers will be notified via e-mail by the Office of the Building.

Should an alert occur, employees should stay away from the windows and move to the inner core of the building or move to the lower level, if directed to do so by the floor wardens.

No employee should leave the building until advised of an all-clear by the lobby security.

Tornado **WATCH** - Issued by the National Weather Service as a precautionary alert when the conditions are favorable for the development of tornados in the specified area.

Tornado **WARNING** - Issued when a tornado has been sighted visually or detected by radar. The location and direction of movement, if known, are generally given and tenants of the specified warning area should take immediate safety precautions. In the event of a warning, the City of Des Plaines will activate the alert sirens for five minutes.

EVACUATION PROCEDURES TO FOLLOW IN CASE OF AIRCRAFT COLLISION

While the possibility of an aircraft hitting a building is extremely remote, evacuation procedures will be basically the same as for fire evacuation, except the crash could involve multiple floors. In such an instance, immediate evacuation should commence. If possible, notify the fire department 911 and Office of Building 847.376.2000.

If you are located above the crash (collision) floor, you should assemble your personnel to the opposite side of the building and be prepared to evacuate up or down.

MEDICAL

Outside Emergency Service Response

For outside emergency service (ambulance service) call 911 to advise of your emergency. Then call the Office of the Building at 847.376.2000, advising them of your call and the nature and location of the emergency. This will allow management to send an engineer or other personnel to assist paramedics to the location of the caller.

Other Medically Trained Personnel

Each Group Leader should identify personnel on his floor with CPR or first aid training and advise the Office of the Building. Under emergency conditions, such as evacuation, these individuals should report to the designated areas and stand by.

Emergency Medical Treatment: 911

AED Defibrillators

There is an AED defibrillator located on the first floor in each building and one is located in the Regency Health Club. The Office of the Building staff is trained for CPR/AED emergencies. First call 911 and then the Office of the Building at 847.376.2000.



SHELTER IN PLACE

The best protection for some emergencies will be “Shelter in Place.” Sheltering in place means to go indoors and minimize the amount of outside air that enters the building. This protective action will be recommended if an airborne hazard is moving too quickly to allow adequate time to evacuate.

If advised to shelter in place:

- Go indoors
- Close all doors and windows and any draperies or shades as well
- Cover your nose and mouth with damp cloth and cover exposed skin with jacket, sweater, or roll sleeves down
- Turn off all ventilation units that draw from the outside, i.e. HVAC systems
- Listen to your radio or television for further instructions
- Building Management will be in contact with authorities for status updates

The Office of the Building will notify tenants when it is safe to leave the building.

THREAT DEFENSE PROCEDURES

Threat Defense Procedures are designed to meet a possible terrorist threat or other possible threats to Continental and Regency Office Plazas.

There are five levels of threat.

1. Level 1 is the lowest level and designated as a **Low Threat**. (Green)
2. Level 2 is the lowest level and designated as a **Potential Threat**. (Blue)
3. Level 3 represents a **Moderate Threat**. (Yellow)
4. Level 4 is a **High Threat**. (Orange)
5. Level 5 is the **Highest Threat** level. (Red)

A. Low Threat Level 1: **GREEN**

1. Refine and exercise building pre-planned protective measures.
2. Regularly assess the building for vulnerabilities and take measures to reduce them.

B. Potential Threat - Level 2: **BLUE**

1. Security will display a higher degree of vigilance and dedicate more time to the lobby areas.
2. Any unusual activity will immediately be reported to the Office of the Building.

C. Moderate Threat - Level 3: **YELLOW**

1. All Level 1 and Level 2 procedures will be followed.
2. Parking restrictions will be strictly enforced. Any vehicle found illegally parked will be immediately reported to the Des Plaines Police Department.

D. High Threat - Level 4: **ORANGE**

1. All Level 1, 2 and 3 procedures will be followed.
2. An additional Security Officer will be assigned 0600-1400 and 1400-2400. This additional officer will patrol the complex in coordination with existing officers.

E. Highest Threat - Level 5: **RED**

1. All Level 1 through 4 procedures will be followed.
2. Two additional Security Officers from 0600-1400 and 1400-2200 will be added.
3. One officer will be assigned to the lobby area of each building.
4. Signs will be posted indicating **ALL** deliveries regardless of size will go through the receiving/dock area.

5. At the direction of the Property Manager all bags, briefcases, etc., will be checked by Security prior to entering and leaving the lobby area.
6. Any person(s) found loitering in the lobby area would be approached, identified and asked the nature of his/her business.

In the event of terrorist activity in the Chicago area the following procedures are options for the Property Manager.

1. All first floor tenants will be instructed to lock their doors and allow access to those visitors or clients with appointments only.
2. Anyone entering the complex must show a picture ID to gain access. This would require all exterior doors to be locked.
3. Closure of Receiving Door. All deliveries would be checked through the building engineer. Invoices would be checked against number of boxes and description of delivery. Any delivery not matching would be turned away.
4. A total lock down of the building from exterior access. Anyone with an electronic key would have to comply with item 2 to gain entry. Exterior doors would be locked.

ADDITIONAL WEB SITE INFORMATION

For additional information for suggested guidance on Protective Measures, please log onto the following web sites:

- www.dhs.gov - U.S. Department of Homeland Security
- www.ready.com - Ready.com from U.S. Department of Homeland Security
- www.illinoishomelandsecurity.gov - Illinois Homeland Security
- www.redcross.org - American Red Cross
- www.chicagoredcross.org - American Red Cross of Greater Chicago
- www.cdc.gov - Centers for Disease Control and Prevention
- www.fema.gov - Federal Emergency Management Agency
- www.state.il.us/iema - Illinois Emergency Management Agency
- www.idph.state.il.us - Illinois Department of Public Health
- www.chr.noaa.gov - National Weather Service
- www.weather.com - Weather Channel