

IN CASE OF MEDICAL EMERGENCY

If there is a medical emergency in your area:

1. Call 911. Give the dispatcher the street address, the floor of the incident, and a brief description of the problem.
2. Notify Colliers International/Security. Dial 847-597-2350.
3. Do not attempt to move an injured person.

State the location in which help is needed and the nature of the emergency.

With proper notification to building staff, an elevator will be held for the medical team.

OTHER EMERGENCIES

IF YOU RECEIVE A BOMB THREAT

If you receive a bomb threat, try to get as much information about the location and type of bomb, its detonation time, and reason for the placement (use enclosed Bomb Threat Checklist).

1. Dial 911. Give the dispatcher the street address, the floor of the incident, and a brief description of the problem.
2. Notify Colliers International/Security. Dial 847-597-2350.
3. Notify your area Fire Warden.
4. Inspect your own work area but do not touch or remove any suspicious objects.
5. Await instructions from your Fire Warden.

The Police Department will not order an evacuation unless a suspicious device is found. Therefore, the decision whether to evacuate is the responsibility of the senior office of your company.

KNOW YOUR EXIT

In case of emergency, remain calm and assist others.

My Evacuation Zone # and Exterior Location is:

My Evacuation EXIT is:

My Zone's Fire Warden is:

The building address is

One, Three, Six, or Nine Parkway North

The Building Management Office

phone number is: 847-597-2350

Parkway North Center



Emergency Procedures

Colliers International

In the event of a fire, life safety systems at your building will activate automatically in order to reduce the negative impact of the emergency situation. Appropriate building emergency systems will operate automatically, or if necessary, by manual override.

The Deerfield Fire Department is familiar with our building and its systems. They can be on site within minutes.

Your co-workers, acting as Fire Wardens and Alternate Fire Wardens form an effective Emergency Evacuation Team on each floor. Team members have all been trained in emergency evacuation procedures. They will be wearing distinctive red caps. Look for them and follow their directions should an emergency occur in your area.

There is very little risk of a fire spreading within our building, but in the event of an unforeseen emergency, it is essential that you and your co-workers work together to insure everyone's safety.

IF YOU DISCOVER A FIRE

1. Dial 911. Give the dispatcher the street address, the floor of the incident, and a brief description of the problem. Pull a nearby alarm station.
2. Notify Colliers International/Security. Dial 847-597-2350.
3. Notify your Fire Warden. It is your responsibility to know who your Fire Warden is and where he or she is located.

FIRE AND LIFE SAFETY SYSTEMS

When a fire alarm is received, all stairwell doors and exit doors are automatically UNLOCKED.

The building alarm system is monitored 24 hours per day, seven days per week by the Deerfield Fire Department and the building's security staff.

IF YOU HEAR THE FIRE ALARM

1. Remain calm.
2. Begin evacuating immediately via the building stairwells per your zone's evacuation procedure. If you are disabled, notify your Fire Warden and wait for help in the stairwell.
3. Close doors behind you but do not lock them. Feel doors before opening and do not open any that are hot. Do not return for any papers or personal articles.
4. Do not use the elevator. If you are in an elevator when the alarm sounds, do not push the emergency stop button. Take the elevator to the lobby level and notify security as you exit the building.
5. If smoke is present, stay low. The cleanest air is near the floor.
6. Once out of the building, report to your assigned parking lot zone.
7. Stay quiet and listen for further instruction by Fire Wardens, Building Management, or the Fire Department.
8. Do not re-enter the building until Building Management or the Fire Department give the "All Clear".

IF THERE IS SEVERE WEATHER

Severe weather includes thunderstorms, tornadoes and heavy snow and generally arrives with adequate advanced notice.

There are two types of severe weather alerts.

WATCH – Means conditions in the area are such that the probability of a severe thunderstorm or tornado is significantly increase.

WARNING –Means a severe thunderstorm or tornado has been spotted, confirmed and its being tracked on local weather radar.

1. Move away from windows to rooms with no glass, or to a stairwell, washroom, or an elevator lobby.
2. Secure personal belongings, important papers, etc. in a safe place.
3. Close but do not lock doors.
4. Once you have found a safe location, protect yourself by staying close to the floor, sitting or kneeling and covering your head.
5. Do not use elevators; do not leave the building.
6. If you are trapped in an outside office for any reason seek protection under a desk.

IF THERE IS AN EARTHQUAKE

1. Get under a table or dek.
2. Stay away from windows.
3. Do not use elevators.
4. Listen for Instructions
5. Prepare for after shocks