

## Emergency Evacuation

In the event of a high-rise fire, an evacuation can mean moving to a safe location or exiting the building, but in many situations you may be safer staying in place. If the fire is confined to one floor, you may be instructed to move a few floors below the fire. A full building evacuation will take place only if instructed by the Fire Department. When executing an emergency evacuation plan, it's important to remain CALM. However, if you are several floors away from the fire, and are on a safe floor, you may be asked to stay where you are. Practicing these important safety tips and always remembering: Call, Alert, Listen and Move, will help keep you and building employees safe.

## Always Remember to Stay CALM:

- Call the Fire Department immediately from a safe area.
- Alert building management/security/employees after the fire department is notified.
- Listen for instructions coming from the public address system or a fire alarm.
- Move to a safe area, evacuate if you are in immediate danger or stay where you are.

## Evacuation Announcement

Once an evacuation has been initiated, while conducting a drill or in a real life emergency, you must listen to the important messages being transmitted that will help guide your actions during a fire situation in your building.

- When an evacuation is initiated, a message from proper authorities will provide safety instructions through the public address system.
- This message will be repeated several times as needed.
- It is important to LISTEN to instructions that will guide every action building occupants need to take.
- If your building does not have a public address system, listen for the fire alarm, move to a safe area and call the Fire Department and tell them your location.

### Fire Drill

City ordinance requires buildings over 540 feet a minimum of one fire drill annually. As part of our Life Safety Program, a fire/safety drill can take place within one week of the Life Safety seminar to educate building occupants what to do in case of a fire. The Fire Safety Director and/or the Deputy Fire Safety Director will be in charge of notifying all the employees and organizing the fire drill. The CFD will observe the drill and provide important safety points throughout the practice fire drill.

## Three Don'ts:

*Three important things that should never be done in a fire situation:*

- Don't go to the roof
- Don't take elevators
- Don't break windows

By practicing these tips, you and your co-workers can be better prepared to act in case of a fire in your building. Remember to practice CALM: Call, Alert, Listen and Move and you can help the Chicago Fire Department keep you and your coworkers safe.

For additional information about Life Safety guidelines or to schedule a Life Safety seminar and fire drill, contact the Chicago Fire Department's Public Education Unit at (312) 747-6691 or email us at [fireeducation@cityofchicago.org](mailto:fireeducation@cityofchicago.org). You may also visit us on-line at [www.cityofchicago.org/fire](http://www.cityofchicago.org/fire).



# LIFE SAFETY GUIDELINES

*For Commercial High-Rise Buildings*



*Ensuring the safety of every commercial high-rise building owner, tenant, employee and visitor is a number one priority for the Chicago Fire Department. Through the Fire Department's new Life Safety Program, members of the Public Education Unit will conduct seminars providing valuable fire safety information and assist with fire drills in your building. This brochure includes important safety tips that will help lead people to safety should a fire occur in your building. As you receive this information, please share it with your co-workers and other building occupants. By working together, the Fire Department can help make your building a safer place to work.*



City of Chicago  
Richard M. Daley  
Mayor



Chicago Fire Department  
Cortez Trotter  
Commissioner



## Life Safety Objectives

The Chicago Fire Department (CFD) Life Safety Program goal is to educate, train and instruct high-rise building management, tenants and employees about life safety guidelines.

- Educate high-rise building management on fire safety protection systems.
- Train high-rise employees on emergency preparedness.
- Instruct the high-rise community on Chicago Fire Department emergency guidelines.

## CALM

When an emergency strikes, people tend to panic. Keeping calm in an emergency will help lead you to safety because it allows you to think clearly and take action. To help you remember important steps that need to be taken in a high-rise fire situation, the CFD developed the acronym CALM, which stands for Call, Alert, Listen and Move. By remembering the meaning of CALM and putting it to work you and your coworkers can help the Fire Department keep you safe.

### C.A.L.M.

#### Call 911 First

#### Alert Building Management/Security

#### Listen For Instructions/Public Address System

#### Move To Safety and Evacuate If You Are In Danger

**CALL 911** first because every minute counts. When calling 911 remember to provide accurate information such as address, office number and location of the fire or potential emergency.

**ALERT** building management, security, maintenance and your co-workers only after calling 911. Provide building personnel accurate information about the fire or emergency because they will provide that information to the fire department when they arrive on the scene.

**LISTEN** to safety instructions transmitted over the public address system. Once the fire department arrives on the scene the instructions may change. It's important to listen and follow those instructions.

**MOVE** to a safe area or evacuate only if you are in immediate danger. Depending on the location of the fire, you may be asked to move to another floor away from the fire floor; evacuate the building and/or go to the lobby; or you may be told to stay where you are. Being asked to stay where you are can often be the safest thing to do, so remember to stay CALM.

## Statistics

According to national statistics, high-rise fire deaths are at an all-time low. Today's high-rise buildings are constructed with fire resistant materials, making them among the safest types of buildings in the event of a fire.

- Only 1% of all fire deaths, nation wide, occur in high-rise buildings.
- 82% of high-rise fires originate in non-office areas (restrooms, kitchens, storerooms and copy rooms).
- 94% of high-rise fires are confined to the room of origin.
- 98% of fires in buildings equipped with sprinkler systems are extinguished prior to the arrival of the fire department.

## Building's Fire Protection Systems

High-rise buildings may be equipped with safety systems that help keep you safe. In cases where a building doesn't have every system in place, know that your building is still very safe because materials used in constructing a high-rise building help confine fires to the area of origin.

### Building Fire Protection Systems May Include:

- Sprinklers
- Enclosed Stairwells
- Smoke/Heat/Fire Detectors
- Fire Extinguishers
- Public Address System
- Ventilation/Smoke Towers

## Building Evacuation Preparedness

According to the Municipal Code of Chicago, high-rise buildings must have a plan in place with designated personnel trained on emergency preparedness. The plan may be initiated and implemented by the Property Manager, Chief Engineer and/or the Director of Security who are responsible for fire evacuation and fire drill safety training of all building occupants. In the event of a fire, these individuals will fulfill the role of Fire Safety Director/Deputy Fire Safety Director and will be responsible for assembling the evacuation teams, or "Life Safety" teams, to prepare for a high-rise fire emergency.

### The Life Safety Team May Include:

- Fire Safety Director/Deputy Fire Safety Director
- Wardens/Assistant Floor Wardens
- Searcher
- Stairwell Monitor
- Elevator Monitor
- Disabled Person's Aide

### Fire Safety Director/Deputy Fire Safety Director

- Secure fire safety/evacuation training.
- Train employee evacuation teams on floors.

### Floor Wardens and Assistant Floor Wardens

- Assigns employees to teams on floors.
- Responsible for evacuating their respective floor areas.
- Maintains up to date floor roster and reports to lobby control.

### Searcher

- Conducts search of the entire floor including offices, restrooms, conference rooms and storerooms.
- Closes each room searched, without locking it, and marks it with a post-it note.
- Evacuates non-employees on floor.

### Elevator Monitor

- Directs personnel to appropriate stairwell and away from elevators.
- Is familiar with evacuation plan and location of stairwells.

### Stairwell Monitor

- Designated at assigned stairwell door and inspects stairwell door for heat or smoke conditions.
- Directs people to proper safety floor.
- Encourages calmness and orderliness.

### Disabled Person's Aide

- Keeps list of physically challenged employees.
- Assists in evacuating physically challenged employees using the "buddy system."

## Fire Department Arrives

The Chicago Fire Department arrives on the scene minutes after the call is placed to 911. Those first minutes are critical, so remain CALM and keep yourself and your coworkers safe.

### When Fire Department Crews Arrive on the Scene They Will:

- Assume control of building
- Evacuate building if required
- Facilitate search and rescue
- Treat and transport victims
- Extinguish fire