



Plan

2024-2025

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Overview

Stellar Career College (SCC) adapts to the *Tenant Reference Guide (TRG)* of 205 West Randolph in managing emergency procedures and preparedness. However, SCC has written its own emergency preparedness plan. This plan aims to guide the administration, faculty, staff and students in emergency preparedness.

SCC Chicago Campus is located at the 2nd and 3rd floor of 205 West Randolph Building. The fire/life safety systems of the building are built to ensure the safety of all occupants in the building in the event of an emergency. In the event of an emergency, please call 911 first. After calling 911, please alert the SCC Front Desk.

Emergency Phone Numbers

Emergency:	911
Stellar Career College Direct line:	(312) 687-3000
Building Management:	(312) 606-0966
Building Engineer:	(312) 821-9989
Building Security:	(312) 821-9980

Floor Response Team

TRG recommends the appointment of the floor response team. The following are the job descriptions of the floor response team:

Floor Warden

Description of Responsibilities

The Floor Warden manages the Floor Leaders assigned with Stellar Career College.

Floor Leader

Description of Responsibilities

The Floor Leader manages the following: stairwell monitor, elevator monitor, and handicapped aide and evacuation procedures.

Stairwell Monitor

Description of Responsibilities

Under the direction of the Floor Leader, Stairwell Monitors are responsible for an assigned exit and assist in the orderly evacuation of personnel.

Duties

- Takes a position at his/her assigned exit and assists in the orderly evacuation of personnel.
- Inspects stairwells for possible heat or smoke conditions before evacuation.
- Instructs personnel to form single file lines into the stairwell and directs personnel to exit along the right side of the stairwell.
- Supervises and monitors evacuation flow while remaining calm and encouraging a calm and orderly evacuation.
- Stays at the exit until Searchers have cleared all personnel from the floor

Elevator Monitor

Description of Responsibilities

Under the direction of the Floor Leader, Elevator Monitors are responsible for making sure no one uses the elevators.

Duties

- Direct employees to the nearest stairway.
- Must be familiar with the building evacuation plan and the location of all stairways.
- Stays at his/her post until instructed to evacuate by the Floor Warden.

Handicapped Aide

Description of Responsibilities

Under the direction of the Floor Leader, the Handicapped Aide is responsible for making sure all physically disabled personnel are evacuated.

Duties

- Maintains an up-to-date list of physically challenged employees on the floor.
- If possible, implement a buddy system in which Handicapped Aides will be responsible for evacuating specific physically handicapped co-workers.

Emergency Response Team of Stellar Career College

Emergency Response Team Designation	Designated Employee
Floor Warden	Jasmine Littrice
Floor Leaders	Marina Chudnovsky (2 nd floor) AK Buss (3 rd floor)
Stairwell Monitor	Dr. Amer Khan
Elevator Monitor	Jasmine Littrice
Handicapped Aide	Nisar Ahmed

Evacuation Procedures

When evacuation is necessary, the following steps should be taken:

1. Stay Calm,
2. Listen for any announcement from emergency personnel, building management,
3. Listen to any instruction from Floor Wardens,
4. Leave any personnel belongings behind,
5. Do NOT bring Food/Drinks with you during an evacuation as spills can create Hazards,
6. Begin an orderly evacuation via the stairwells, remembering to keep right (single file) in the stairwells,
7. Have a plan for alternate routes,
8. Proceed to your designated gathering spots,
9. Stay in the designated gathering area so that you can properly be accounted for,
10. Floor Warden to communicated status with Emergency Personnel/Building Management once out.

Emergency Evacuation

Call the Fire Department immediately from a safe area.

Alert building management/security and employees only after the Fire Department is notified.

Listen for instructions that may be given over the Public Address System or listen for any fire alarms.

Move to a safe location and evacuate if you are in immediate danger. If not, stay where you are.

First Aid Kit

First Aid kit is available at the front desk. Please ask a College employee when you need First Aid or any other help.

Stairwell Evacuation Procedures

Stairwells are for emergency use and are not intended to accommodate daily travel between floors. Stairwells are marked with “Exit” or “Stairs” signs. Please do not hold or block stairwell doors opened. Doing so upsets the balance of the air control and defeats a major security and fire protection system. During a fire alarm or other emergency, stairwell doors on every floor will be unlocked automatically to provide a safe relocation route.

Fire Safety

Automatic systems include overhead sprinklers that provide immediate response to any significant fire. An automatic alarm is set off whenever water flows through the overhead sprinklers. The system automatically sends a signal to an off-site monitoring company, which calls the Fire Department.

Automatic devices in alarm will activate air-handling equipment to shut down automatically to prevent the spread of smoke. At the same time, elevators are returned to the lobby and stairwell re-entry doors will unlock electrically to facilitate relocation.

The Fire Command Station has direct communication with each floor, and stairwell via the Public Address System. This network of speakers can be used to give verbal instructions or information should the need arise. Building operations staff is trained to assist in any emergency.

Due to the fire resistant qualities of the building, total evacuation of the building is very rare. Relocation is usually necessary only from the floor with the fire and the floor directly above, and below, and alarms will usually sound only on these floors. Additional floors may be evacuated

when ordered by the Fire Safety Director, Fire Department personnel, or Police. Do not self-evacuate.

In the event that an accident or illness befalls one of your employees, or a visitor to your office area, please:

1. Call Emergency Services at 911.
2. **Provide the Emergency Dispatcher with the following information:**
 - Your name
 - Your Building's name and address
 - Your specific floor number and exact location of the emergency
 - Any pertinent details of the accident or illness
2. Do not move the injured/ill person. Attempt to make them as comfortable as possible.
3. If feasible, send someone to meet the emergency unit upon its arrival in the lobby.
4. Call the Management Office at 312-629-5000. Inform management that you have called 911 and briefly describe the nature of the emergency.
5. The emergency unit will be with you shortly and will administer all necessary medical assistance.
6. **Determine, if possible:**
 - Name, address and age of injured/ill person
 - The nature of the problem, as best you can surmise
 - All known allergies and current medications taken by the individual
 - A local doctor

Power Failure

The Building and Common areas are served by emergency generators. In the event of power failure, these generators will provide emergency power for certain basic building functions. Those functions include:

1. Activating emergency lights on each floor throughout the building, including all Exit signs.
2. Activating all stairwell lighting.
3. Activating the building's emergency Fire, Life and Safety Systems as well as the building's communication systems.
4. Recalling all elevators to the ground floor lobby. (One elevator will remain operative for use by security to assist handicapped persons or to take service crews and equipment into the building, as needed.)

It is seldom necessary to evacuate the building during a power failure. Unless you are directed to do so through the emergency communication system, please remain in your offices.

Please...DO NOT CALL the Management Office unless you need to notify us of the location of a disabled employee.

Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc. A Watch becomes effective when atmospheric conditions are present that can produce the particular weather phenomenon. A Warning means that the weather condition has been spotted and prompt action must be taken to enhance safety.

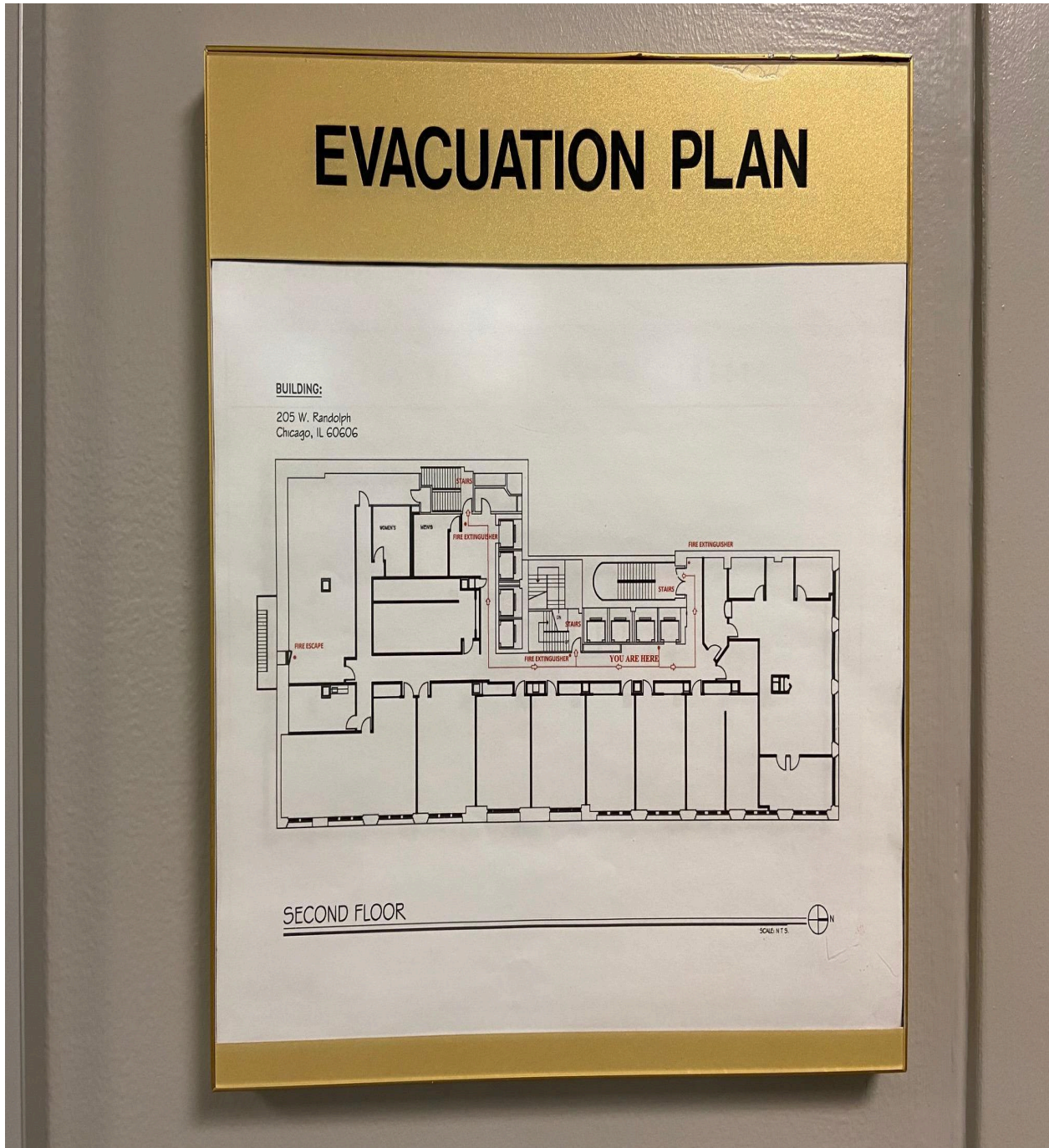
Except in very rare circumstances, the decision to evacuate the building based on the above weather reports will not be made by Building Management, but rather by each Tenant Company. However, in the event these conditions do exist, the following guidelines should be adhered to:

- Move away from outside windows. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic.
- If evacuated, lock all desk drawers and take all items of value with you.
- If evacuated, use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- If evacuated, do not return to your office until advised to do so.

Toxic Hazards

If there is a toxic spill or exposure, proceed immediately to an area where you are no longer exposed. Call 911. Provide the building's address, your floor and phone number, and also what type of spill has occurred. Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.

Evacuation Plan – Second Floor



Evacuation Plan – Third Floor

