

## 500 West Monroe

### **If You Discover Smoke or Fire**

1. Dial 911 immediately.
2. Inform the fire department dispatcher that you are calling to report a fire at 500 West Monroe Chicago, Illinois 60661. Tell the fire department dispatcher:
  - Your name
  - Your company's name
  - Your suite/floor number
  - What is on fire
  - The location of the fire
  - Your telephone number
3. Listen to the dispatcher for any additional instructions before hanging up.
4. Call the management office at 312-831-1818.
6. Relocate according to the Emergency Preparedness and Evacuation/Relocation Plan.

*(A copy of this page should be distributed to all employees.)*