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 Markets Property Management / Midwest
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To: All occupants - 20 North Wacker Drive

From: SL Civic Wacker Management Office

Subject: Identification of individuals requiring assistance in a full or partial building evacuation

The Chicago City Council has passed an ordinance introducing procedures that will increase the level of safety and security for occupants of high rise structures in the city. The ordinance directs building owners and managers to develop written procedures for emergency evacuations. It requires designated staff personnel to perform specified activities. It also asks for the identification of occupants requiring assistance in a full or partial building evacuation.

Section 13-78-080(e) "Each plan shall list the name and normal floor location of each regular occupant who has voluntarily self-identified that they need assistance and the type of assistance required to swiftly exit the high rise building in case of an emergency."

If you feel that you would need assistance in evacuating the building or moving to an area of refuge, please complete this form and return it to the office of the building. This information is critical for an adequate response by either Emergency Evacuation Team members, building staff, or responding Fire Department personnel.



Name: _____ **Date:** _____

Company: _____

Floor/Area: _____ **Phone:** _____

Age: _____ **Sex:** _____

Nature of disability: _____



Permanent

Temporary
Length of Disability (if temporary): _____ **Weeks** _____ **Months**

This information is confidential. It is to be kept separate from personnel files and shared only with those who have responsibilities under the Emergency Evacuation Plan.