

Evacuation Plan

Gallery 37 / Center for the Arts

This Evacuation Plan will be put into effect in coordination with the Building's official *Department of Cultural Affairs Security Evacuation Plan*, as based on the *AAP Chicago Public Schools' Safe School Plan*, whereby the Gallery 37 / Center for the Arts Facilities Manager, Security Officers and Engineers will use portable radios to maintain contact while evacuation is occurring until the entire building is clear of personnel, teens and visitors. Security Officers will assist Floor Captains with evacuating the building and maintaining radio contact.

Each floor of the building will have a designated Floor Captain. If a Floor Captain will be out of the office, they will designate an individual to act in their absence. A chart of the Floor Captains and their designates will be maintained by Gallery 37 / Center for the Arts Receptionist and the Office Manager.

Evacuation Procedures in Case of Fire

(Based on the *AAP Chicago Public Schools' Safe School Plan*)

Pulling the Fire Alarm

The alarm system is activated by manually pulling the fire pull box in the event of smoke, heat, or fire. Any one of these activities, which sets off a ringing bell (Fire Bell) throughout the entire building, is the signal to immediately evacuate the building.

Notifying Authorities in Case of a Fire / Fire Alarm

- The Chicago Fire Department will be notified through the alarm system or an observer will call 911.
- Evacuation will begin at the start of the Fire Bell signal.
- The Receptionist and/or Executive Admin. will notify the Office Manager and/or Executive Director, who will notify the Facilities Manager.

Issuing Directions after the Evacuation

The Facilities Manager and/or Office Manager, upon notification by the Fire Department, will signal to the Floor Captains when the building can be occupied.

Evacuation Plans

Evacuation Plans are posted on each floor of the building, with detailed exit paths and information on the location of Fire Alarms, Fire Extinguishers, First Aid Stations and Telephones. Attached are plans for each floor, with exit paths for the North and South sides of the building.

Evacuation Plan

Gallery 37 / Center for the Arts

Designated Floor Captains as of June 2019:

Lower Level: Tony Stec
Back-Up Floor Captain: Regina Marchese

First Floor: Regina Marchese
Back-Up Floor Captain: Kasumi Kato

Mezzanine: Simone Mosley
Back-Up Floor Captain: Melissa Mister

Second Floor West: Simone Mosley
Back-Up Floor Captain: Joshua Waller

Second Floor East: Joshua Waller
Back-Up Floor Captain: Rashaan Meador

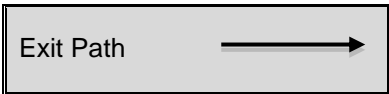
Third Floor: Tim Dellitt
Back-Up Floor Captain: Kasumi Kato

Fourth Floor: Tanner Beck
Back-Up Floor Captain: Garrett Jensen

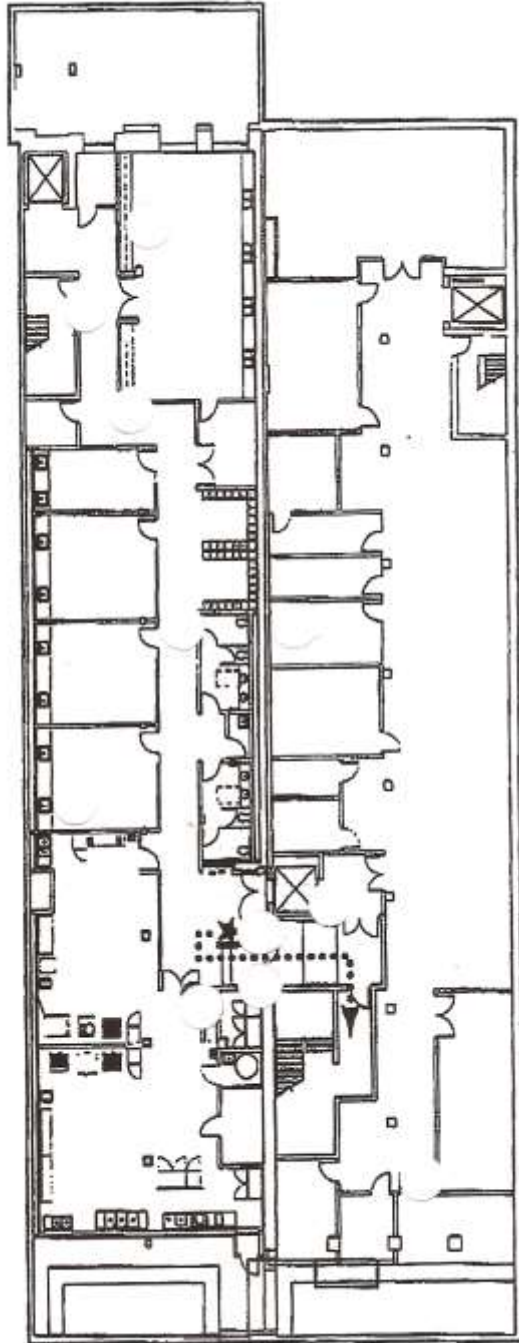
Fifth Floor: Garrett Jensen
Back-Up Floor Captain: Tony Stec

Evacuation Plan

Gallery 37 / Center for the Arts



Lower Level



North Side of Building Evacuation Route:

Up North stairs, out North exit, West to Wabash Avenue, North to Lake Street.

South Side of Building Evacuation Route:

Up South stairs, out South exit, East to Michigan Avenue, North to Lake Street.

Floor Captain:

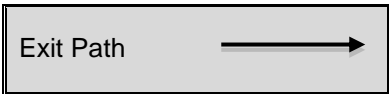
- Directs staff/patrons in an orderly fashion as described by the floor evacuation plan as posted near North and South Stairwells.
- After clearing floor of all people and assuring that all rooms are not occupied, Floor Captain reports directly to Facilities Manager at designated location outside the building.

Instructors:

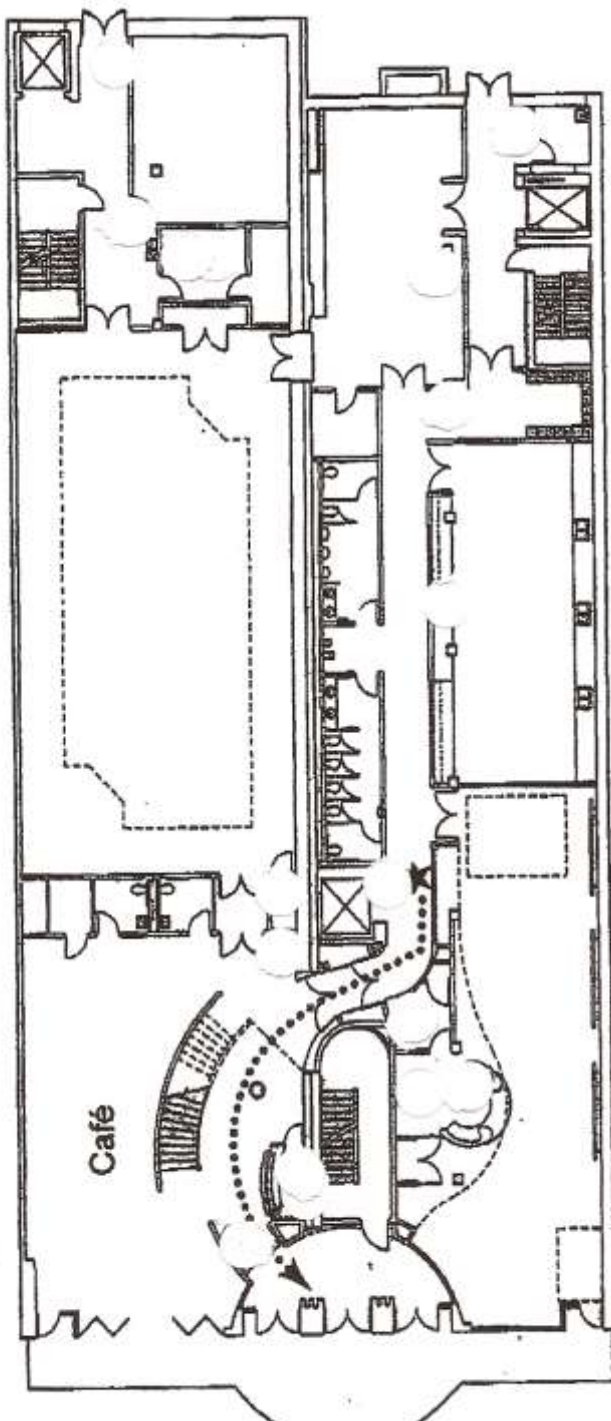
- Maintains the orderly passage of teens and staff out of the building, following the Evacuation Route.
- Take the roster and escort teens to the location on the Evacuation Route.
- Take attendance / head count at the designated area.

Evacuation Plan

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First Floor



North Side of Building Evacuation Route:

Out North exit, West to Wabash Avenue, North to Lake Street.

South Side of Building Evacuation Route:

Exit Lobby, out Main Entrance, East to Michigan Avenue, North to Lake Street.

Floor Captain:

- Directs staff/patrons in an orderly fashion as described by the floor evacuation plan as posted near North and South Stairwells.
- After clearing floor of all people and assuring that all rooms are not occupied, Floor Captain reports directly to Facilities Manager at designated location outside the building.

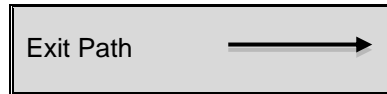
Instructors:

- Maintains the orderly passage of teens and staff out of the building, following the Evacuation Route.
- Take the roster and escort teens to the location on the Evacuation Route.
- Take attendance / head count at the designated area.

Evacuation Plan

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Mezzanine



Building Evacuation Route:

Down staircase, out Main Entrance, East to Michigan Avenue, North to Lake Street.

Floor Captain:

- Directs staff/patrons in an orderly fashion as described by the floor evacuation plan as posted near North and South Stairwells.
- After clearing floor of all people and assuring that all rooms are not occupied, Floor Captain reports directly to Facilities Manager at designated location outside the building.

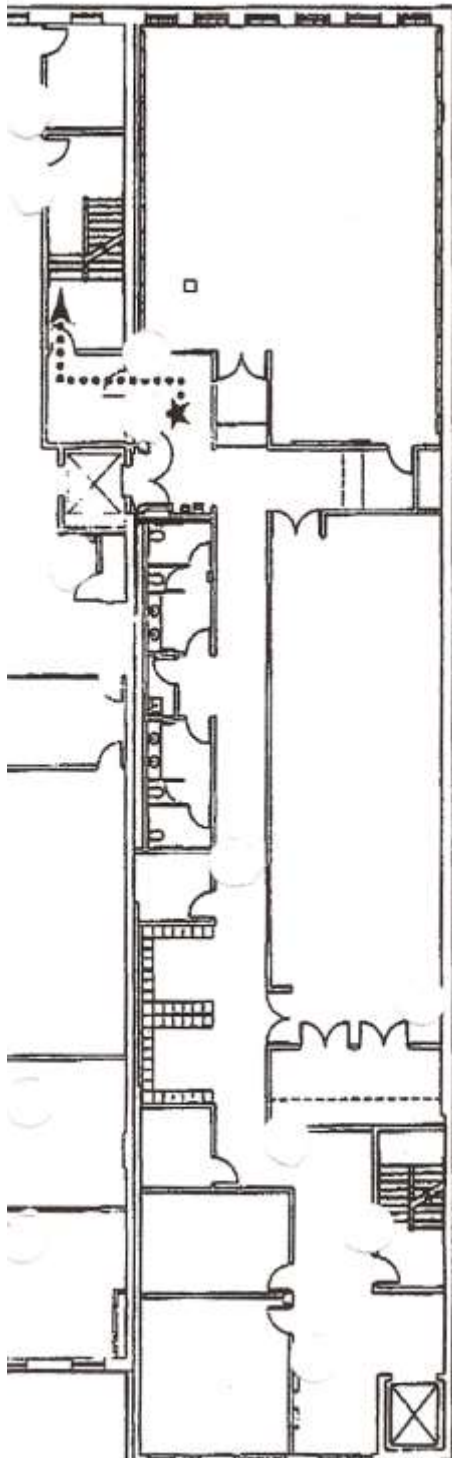
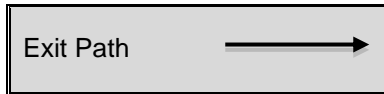
Instructors / Program Specialist:

- Maintains the orderly passage of teens and staff out of the building, following the Evacuation Route.
- Escort teens to the location on the Evacuation Route.
- Take attendance / head count at the designated area.

Evacuation Plan

Gallery 37 / Center for the Arts

Second Floor West



North Side of Building Evacuation

Route:

Down North stairs, out North exit, West to Wabash Avenue, North to Lake Street.

South Side of Building Evacuation

Route:

Down South stairs, out South exit, East to Michigan Avenue, North to Lake Street.

Floor Captain:

- Directs staff/patrons in an orderly fashion as described by the floor evacuation plan as posted near North and South Stairwells.
- After clearing floor of all people and assuring that all rooms are not occupied, Floor Captain reports directly to Facilities Manager at designated location outside the building.

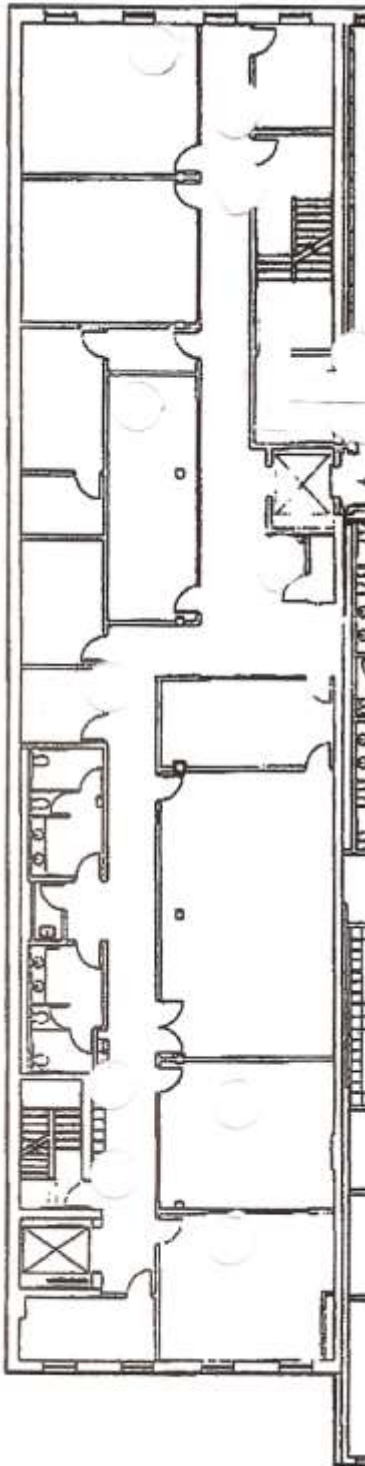
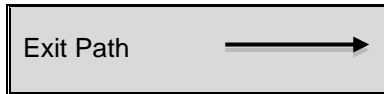
Instructors:

- Maintains the orderly passage of teens and staff out of the building, following the Evacuation Route.
- Take the roster and escort teens to the location on the Evacuation Route.
- Take attendance / head count at the designated area.

Evacuation Plan

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Second Floor East



North Side of Building Evacuation Route:

Down North stairs, out North exit, West to Wabash Avenue, North to Lake Street.

South Side of Building Evacuation Route:

Down South stairs, out South exit, East to Michigan Avenue, North to Lake Street.

Floor Captain:

- Directs staff/patrons in an orderly fashion as described by the floor evacuation plan as posted near North and South Stairwells.
- After clearing floor of all people and assuring that all rooms are not occupied, Floor Captain reports directly to Facilities Manager at designated location outside the building.

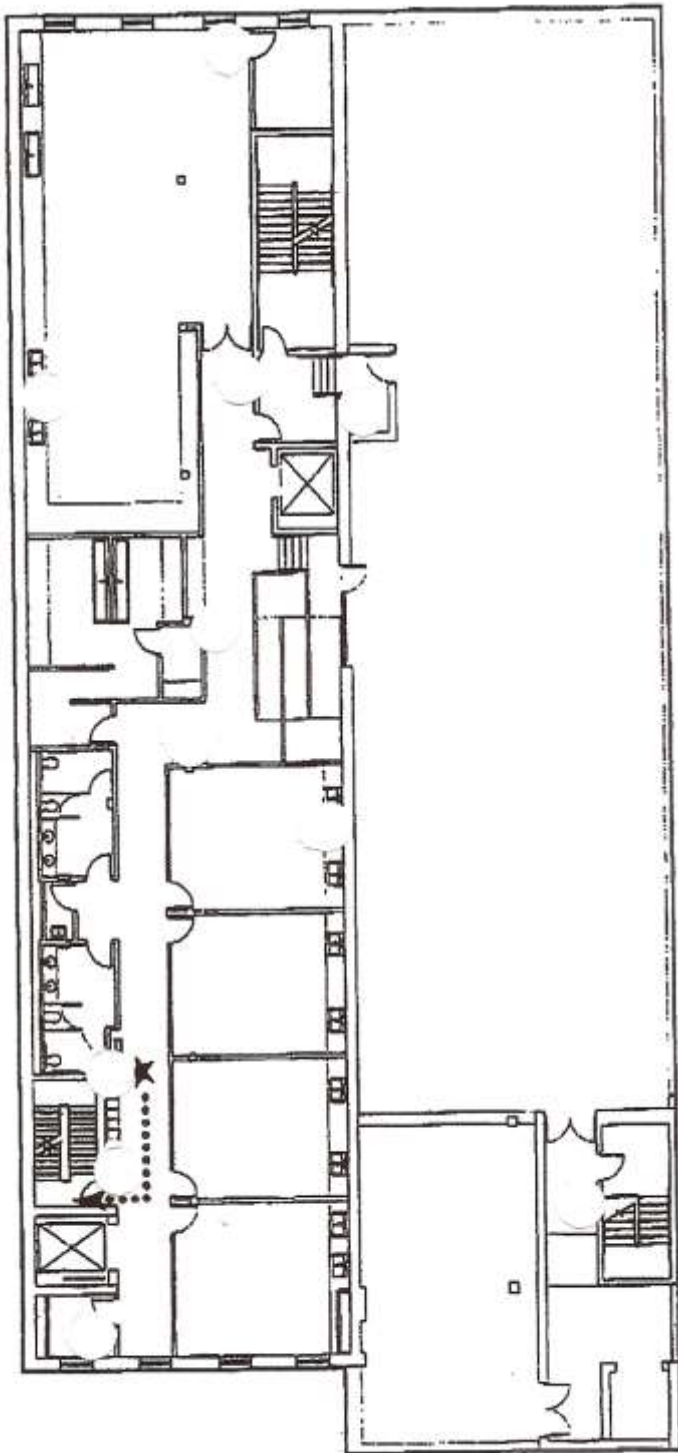
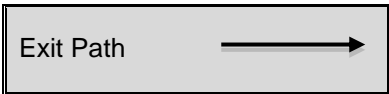
Instructors:

- Maintains the orderly passage of teens and staff out of the building, following the Evacuation Route.
- Take the roster and escort teens to the location on the Evacuation Route.
- Take attendance / head count at the designated area.

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Third Floor



North Side of Building Evacuation Route:

Down North stairs, out North exit, West to Wabash Avenue, North to Lake Street.

South Side of Building Evacuation Route:

Down South stairs, out South exit, East to Michigan Avenue, North to Lake Street.

Floor Captain:

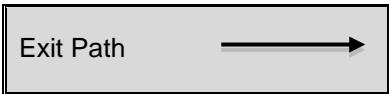
- Directs staff/patrons in an orderly fashion as described by the floor evacuation plan as posted near North and South Stairwells.
- After clearing floor of all people and assuring that all rooms are not occupied, Floor Captain reports directly to Facilities Manager at designated location outside the building.

Instructors:

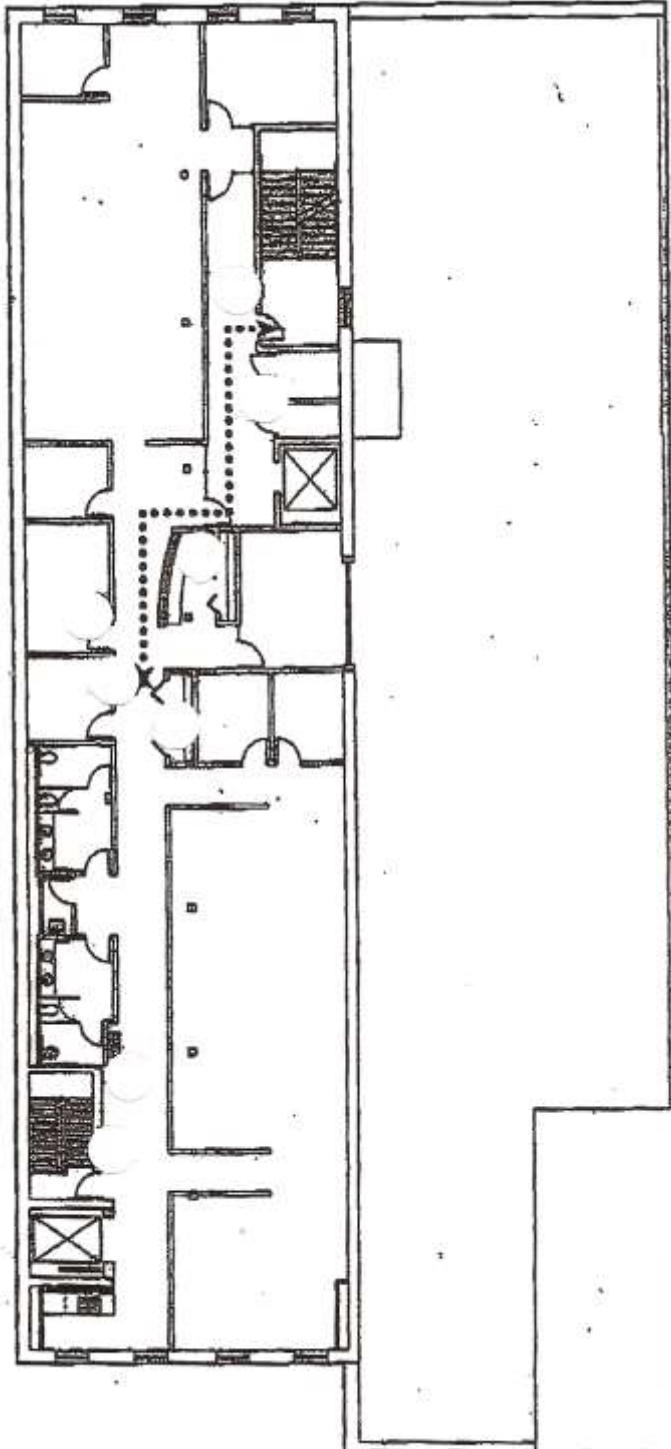
- Maintains the orderly passage of teens and staff out of the building, following the Evacuation Route.
- Take the roster and escort teens to the location on the Evacuation Route.
- Take attendance / head count at the designated area.

Evacuation Plan

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Fourth Floor



North Side of Building Evacuation Route:

Down North stairs, out North exit, West to Wabash Avenue, North to Lake Street.

South Side of Building Evacuation Route:

Down South stairs, out South exit, East to Michigan Avenue, North to Lake Street.

Floor Captain:

- Directs staff/patrons in an orderly fashion as described by the floor evacuation plan as posted near North and South Stairwells.
- After clearing floor of all people and assuring that all rooms are not occupied, Floor Captain reports directly to Facilities Manager at designated location outside the building.

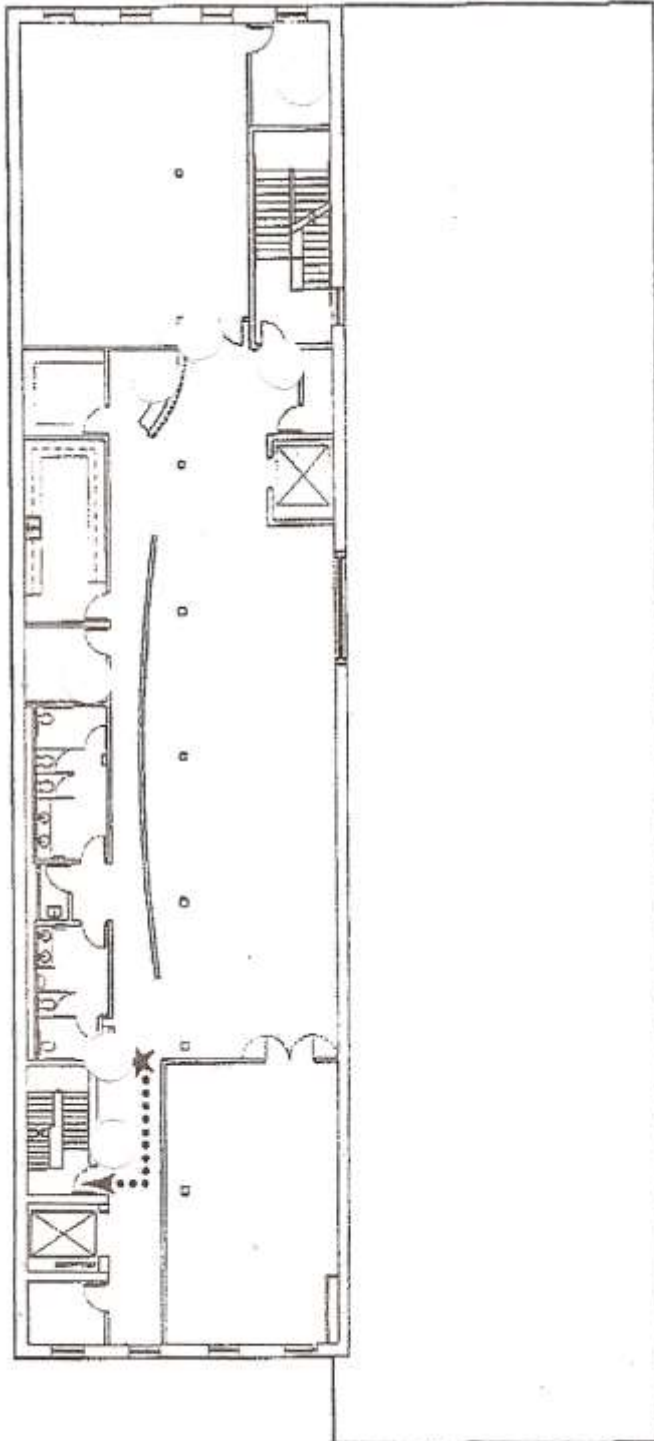
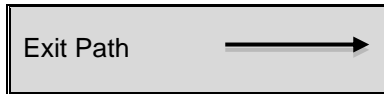
Receptionist / Executive Admin.:

- Maintains the orderly passage of staff out of the building, following the Evacuation Route.
- Take the Phone List and escort teens and staff to the location on the Evacuation Route.
- Take attendance / head count at the designated area.

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Fifth Floor



North Side of Building Evacuation

Route:

Down North stairs, out North exit, West to Wabash Avenue, North to Lake Street.

South Side of Building Evacuation

Route:

Down South stairs, out South exit, East to Michigan Avenue, North to Lake Street.

Floor Captain:

- Directs staff/patrons in an orderly fashion as described by the floor evacuation plan as posted near North and South Stairwells.
- After clearing floor of all people and assuring that all rooms are not occupied, Floor Captain reports directly to Facilities Manager at designated location outside the building.

Instructors, Staff & Liaisons:

- Maintains the orderly passage of teens and staff out of the building, following the Evacuation Route.
- Take the roster and escort teens to the location on the Evacuation Route.
- Take attendance / head count at the designated area.

NOTE: CenterSpace should use the South Side of Building Evacuation Plan. If there is a large group in CenterSpace, the Instructors, Staff and/or Liaison should direct the group on the North side of the building to the *North Side of Building Evacuation Plan* and the group on the South side of the building to the *South Side of Building Evacuation Plan*.