

**RULES AND REGULATIONS PURSUANT TO  
CHAPTER 13-78 OF THE MUNICIPAL CODE OF CHICAGO  
“HIGH RISE BUILDINGS - EMERGENCY PROCEDURE”  
AND ASSOCIATED CODE PROVISIONS**

As Amended July 2002

These Rules and Regulations are jointly promulgated by the City of Chicago Department of Buildings, Department of Emergency Communications, Fire Department, and Mayor’s Office for People With Disabilities.

TABLE OF CONTENTS

Chapters

Chapter 1 – Definitions

Chapter 2 – General Rules

Chapter 3 – Plan Documentation

Chapter 4 – Occupants Needing Assistance

Chapter 5 – Identification for Stairwells, Areas of Rescue Assistance and Elevators

Appendices

Appendix A – Application Form For Emergency Preparedness Certificate

Appendix B – Form of Affidavit attesting to Fire Drill Compliance

Appendix C – Required Symbols For Use In Floor Plan Drawings

**Chapter 1 – Definitions**

When used in these rules the following terms or abbreviations shall have the following meaning, unless the context clearly requires otherwise:

**ADAAG** - Americans With Disabilities Act Accessibility Guidelines.

**Code** - The Municipal Code of Chicago.

**Evacuation Assistant** - An individual who has either been assigned or volunteered to assist in the evacuation of individuals who have voluntarily self-identified that they need assistance in the case of an emergency.

**FSD** - Fire Safety Director.

**Hotel** - The term “hotel” shall mean a high-rise building, as defined by code section 13-78-010, that contains sleep or rooming accommodations furnished for hire or rent, as defined by code section 4-208-010.

**OEC** - City of Chicago Office of Emergency Communications.

## **Chapter 2 – General Rules**

### **2.1 Required designated personnel.**

Certification of an FSD or Deputy FSD must take place no later than 31 days after the required filing date for the Emergency Evacuation Plan. Certification will be accomplished at certification sessions conducted by the Chicago Fire Department. The application form for certification as FSD or Deputy FSD is attached to these Rules as Appendix A.

### **2.2 Tenant-Supplied Fire Wardens and Emergency Evacuation Teams.**

Section 13-78-050(a) (4) and (5) of the code provide that if a building owner does not wish to supply some or all Fire Wardens and/or Emergency Evacuation Teams, then such personnel shall be supplied by building tenants, in numbers proportionate to tenant size. The phrase “proportionate to tenant size” refers to the number of people employed by the tenant, not to square footage occupied by the tenant. Example: A given floor is occupied by two tenants. Tenant A employs 80 people on the floor and Tenant B employs 20 people on the floor. If the owner provides no Fire Wardens and/or Emergency Evacuation Team members, then Tenant A will be responsible for providing 80%, or 4 out of 5, of the appropriate number of Fire Wardens and/or Emergency Evacuation Team members for that floor. Tenant B will be responsible for providing 20%, or 1 out of 5, for that floor.

### **2.3 On-site presence.**

With respect to non-residential high-rise buildings which are of occupancy classification E (business), F (mercantile), or G (industrial), the requirement in code section 13-78-060(b)(1) that

the FSD or Deputy, if required, shall be present on-site from 7 a.m. to 7 p.m. shall be construed as follows:

- (a) The requirement shall apply on Monday through Friday only, unless the particular business requires regular full-time work to take place in the building on weekends.
- (b) If the building's normal business hours are within the 7 a.m. to 7 p.m. timeframe (for example, from 9:00 a.m. to 5:00 p.m.), the FSD or Deputy may satisfy the requirement outside of normal business hours by being located within 20 minutes' travel time of the building, and reachable via wireless telephone and/or pager. It shall be the building owner's responsibility to determine that building's normal business hours.

NOTE, however, that the requirement of on-site presence when more than 50% of the building's regular occupants are present applies on all days of the week and at all hours.

With respect to residential high-rise buildings which are in Category 3, the requirement in code section 13-78-060(d)(1) that the FSD or Deputy, if required, shall be present on-site from 7 p.m. to 7 a.m. shall be construed to permit occasional absences from the building not to exceed two hours at a time.

#### **2.4 Mailing Address for Affidavit of Safety Drill Compliance.**

The affidavit of safety drill compliance required by code section 13-78-090 shall be mailed upon completion to:

Chicago Fire Department  
Bureau of Fire Prevention  
444 North Dearborn Street  
Second Floor  
Chicago IL 60610-4304

#### **2.5 Distribution of Emergency Information to Tenants.**

Section 13-78-100 of the code states that a building's Emergency Evacuation Plan shall require creation of a clear written description of the actions that building occupants should take in an emergency. Such a clear written description should consist of a single-page document, incorporating: (1) a diagram showing nearby exit routes, and (2) clear, succinct instructions as to what tenants should do in an emergency. The document can contain information on one or both sides of the page. The size of paper used is subject to the preparer's discretion (for example, the document can be on standard-size 8 ½ x 11" paper, or on a wallet-size card suitable for lamination). The goal is to prepare a handy, simple, easy-to-understand reference for the tenant.

A hotel may satisfy this requirement as to its hotel guests by either (i) posting a copy of the document on the door or another conspicuous place inside each guest room, or (ii) providing a copy of the document in a folder or binder of materials provided in each guest room. Any such documentation shall be made available in alternative formats upon request (e.g., Braille, large print and audio tape).

## **2.6 Mixed-Occupancy High-Rise Buildings Including Assembly Occupancy.**

Chapter 13-78 of the code provides that Category 3 and 4 high-rise buildings of occupancy classification C (assembly) are subject to certain requirements beyond those imposed on other Category 3 and 4 buildings. For example, code section 13-78-040(b) requires Category 3 and 4 high-rise buildings of occupancy classification C to file their Plan with OEC. Section 13-78-050(b) requires such buildings to designate certain additional personnel. Section 13-78-090 requires twice-yearly safety drills.

This rule clarifies the circumstances in which a Category 3 or Category 4 building of mixed occupancy classification, including a portion that is of occupancy classification C, must comply with such heightened requirements. The rule is as follows: If the assembly occupancy occupies 50% or less of the building's floor area, then the heightened requirements do not apply to the building. If the assembly occupancy occupies more than 50% of the building's floor area, then the assembly occupancy portion must comply with the heightened requirements. However, the remaining portion of the building that is not of occupancy classification C is not subject to those same heightened requirements, but must comply with the law applicable to its occupancy classification.

NOTE that Chapter 13-78 of the code also imposes heightened requirements on Category 3 and 4 high-rise buildings of occupancy classification D (open-air assembly). This Rule 2.6 does not in any way limit or otherwise address that requirement.

## **Chapter 3 – Plan Documentation**

Every Emergency Evacuation Plan submitted to the OEC shall provide clear and complete documentation as requested below.

### **3.1.0 Media.**

It is required that all of the following data provided to the OEC be on CD:

- 1) All detailed drawings of floor plans using the specified styles and naming convention.
- 2) All drawings of evacuation routes on floor plans using the specified styles and naming convention.
- 3) Formatted for easy viewing and printing, text documents for each floor.

- 4) One DBF file to the below specifications containing contact information for the entire building, as defined in Rule 3.4.0, below.
- 5) One DBF file per floor containing logging information as defined in Rule 3.4.0, below.
- 6) One DBF file (for the building) as defined below with vital building statistics and information.
- 7) One DBF file for the entire building as defined in Rule 3.4.0, below, showing occupants needing assistance, their specific location and the type of assistance to be provided.

**3.1.1 Supplementary Information.**

Delivered with the CD shall be the following:

- 1) A narrative description of the CD’s contents.
- 2) Which files have been altered since the last update, including printed hard copies of the Log DBF files.
- 3) Documentation containing vital building statistics and information, e.g., occupants needing assistance, floor layouts, tenant populations (see Rule 3.4.0, below).

**3.2.0 Naming Convention.**

The detailed drawings of floor plans using the specific styles and naming conventions shall be submitted in the following format:

X\_<INDEX NUMBER>\_<DATE SUBMITTED>\_<FLOOR>.XXX  
YYYYMMDD

File Name	Example Name
Floor Plans:	D_000001_20011128_019.dwg or .dxf
Escape Route Plans:	E_000001_20011128_019.dwg or .dxf
Tabular Data for Each Floor:	T_000001_20011128_019.doc
Building Contact Information:	C_000001.dbf
Logging Data for Each Floor:	L_000001_20011128_019.dbf
Data for the Building re Occupants Needing Assistance:	A_000001.dbf
Vital Building Statistics and Information::	B_000001.dbf

**3.2.1 Index Numbers.**

The OEC will designate index numbers so all buildings that submit drawings will have a specific indexed number to which all related data can be cross referenced. Index numbers can be obtained by calling the OEC CAD Center at (312) 746-9239 between 8:00 a.m. and 5:00 p.m. on weekdays.

Index Number	Building Name	Building Address

001001	Sears Tower	233 S Wacker Dr (EXAMPLE ONLY)
001002		

### **3.3.0 Format of Floor Plan Files.**

AutoCAD DWG drawings, or ASCII DXF files of Detailed Floor plans and Evacuation Routes for each floor that are required to be submitted to the OEC shall contain the data layers listed below:

#### **3.3.1 Detailed Floor Plans.**

Detailed Floor Plans shall contain the following:

- 1) Each drawing shall have a symbol key.
- 2) Data Layers & Styles (See Appendix C for list of required symbols and layers)

#### **3.3.2 Evacuation Routes DWG or DXF drawings.**

Evacuation Routes DWG or DXF drawings shall contain the following:

- 1) Each drawing shall have a symbol key.
- 2) Data Layers & Styles (See Appendix C for list of required symbols and layers)

### **3.4.0 Tabulation Data.**

The following data required in tabular format shall be submitted to the OEC:

A. One (1) text document per floor, formatted for easily readable printing, containing pertinent tenant information including the following:

- 1) Suite number with tenant name.
- 2) Number of occupants per suite.
- 3) Contact names, phone numbers and pager numbers for Fire Warden and Emergency Evacuation Team.
- 4) Square footage of the suite.
- 5) Day and evening population of each tenant of the floor.
- 6) Name, specific location and type of assistance needed for any occupant needing assistance on that floor.
- 7) Hotels may designate floors occupied exclusively by hotel guests as “Hotel Guests Only” in lieu of providing the information required in (1) - (6) above.

- B. A DBF file containing pertinent logging information as defined below for each floor shall be delivered to the OEC.

<b>FIELD NAME</b>	<b>Length</b>	<b>Type</b>	<b>COMMENTS</b>
IDXNO	6	Char	This is the index number that has been assigned by the OEC
FLNUM	3	Char	Floor Number Example: 7 <sup>th</sup> floor would be 007
DATECHG	12	Integer	Date of change in format YYYYMMDDHHMM (24hour)
NAMECHG	25	Char	Person who performed change
CHANGE	75	Char	What change was performed.
COMMENTS	100	Char	Comments

- C. One (1) DBF file for the entire building with the following format and contents shall be delivered to the OEC.

<b>Field Name</b>	<b>Length</b>	<b>Type</b>	<b>Contents</b>
IDXNO	6	Char	This is the index number that has been assigned by the OEC
FLNUM	3	Char	Example: 7 <sup>th</sup> floor would be 007, 19 <sup>th</sup> would be 019
DAYPOP	10	Integer	Daytime population of the floor
NIGHTPOP	10	Integer	Nighttime population of the floor
SQFTG	10	Num	Floor square footage
OCC01	25	Char	Tenant #1
OCC01PH	10	Integer	Tenant #1's office number
OCC02	25	Char	Tenant #2
OCC02PH	10	Integer	Tenant #2's office number
OCC03	25	Char	Tenant #3
OCC03PH	10	Integer	Tenant #3's office number
OCC04	25	Char	Tenant #4
OCC04PH	10	Integer	Tenant #4's office number
OCC05	25	Char	Tenant #5
OCC05PH	10	Integer	Tenant #5's office number
OCC06	25	Char	Tenant #6
OCC06PH	10	Integer	Tenant #6's office number
OCC07	25	Char	Tenant #7
OCC07PH	10	Integer	Tenant #7's office number
OCC08	25	Char	Tenant #8
OCC08PH	10	Integer	Tenant #8's office number
OCC09	25	Char	Tenant #9
OCC09PH	10	Integer	Tenant #9's office number
OCCnn	25	Char	Tenant #nn for numbers above 9
OCCnnPH	10	Integer	Tenant #nn's office number

D. One (1) DBF file for the entire building that shows the information pertinent to occupants needing assistance, in the following format:

<b>FIELD NAME</b>	<b>Length</b>	<b>Type</b>	<b>COMMENTS</b>
IDXNO	6	Char	This is the index number that has been assigned by the OEC
FLNUM	3	Char	Floor Number Example: 7 <sup>th</sup> floor would be 007
DISNAME	35	Char	Name of occupant needing assistance
DISLOC	35	Char	Specific floor location of the occupant
DISTYPE	35	Char	Type of assistance needed

### 3.5.0 Vital Building Statistics and Information.

This documentation shall be provided to the OEC in the following format:

One DBF, defined below (with one record), to be provided for the building.

Field Name	Length	Type	Contents
IDXNO	6	Char	This is the index number that has been assigned by the OEC
DAYPOP	10	Char	Daytime population of building
NIGHTPOP	10	Integer	Nighttime population of building
SQFT	15	Integer	Total square footage of building
DIS	10	Integer	Number of occupants needing assistance
FSD	25	Char	Name of Fire Safety Director (FSD)
FSDO	10	Integer	Office phone for FSD (format:3121234567)
FSDP	10	Integer	Pager number for FSD
FSDM	10	Integer	Mobile phone number for FSD
FSDH	10	Integer	Home phone number for FSD
FSDA1	10	Integer	Alternate phone number #1 for FSD
FSDA2	10	Integer	Alternate phone number #2 for FSD
DFSD	25	Char	Name of Deputy Fire Safety Director (DFSD)
DFSDO	10	Integer	Office phone for DFSD (format:3121234567)
DFSDP	10	Integer	Pager number for DFSD
DFSDM	10	Integer	Mobile phone number for DFSD
DFSDH	10	Integer	Home phone number for DFSD
DFSDA1	10	Integer	Alternate phone number #1 for DFSD
DFSDA2	10	Integer	Alternate phone number #2 for DFSD

One printed sheet with the above data, formatted for easy viewing.

### 3.6.0 Documentation Updates.

All documentation that has been modified after the initial submission shall be submitted to the OEC every six (6) months within 5 business days beginning 01-Jan and then again within 5 business days on 01-July to ensure that files reflect accurate and updated information.

## Chapter 4 – Occupants Needing Assistance

### 4.1 Identification of the Need for Assistance.

Pursuant to code section 13-78-080(e), building owners are responsible for creating, implementing, maintaining and updating the building’s evacuation plan, and are responsible for ensuring that the plan lists the name and normal floor location of each regular occupant (“regular occupant” is defined in code section 13-78-010(d)) who has self-identified that they need assistance and the type of assistance required.

1. In commercial buildings, building owners shall obtain their lists from tenants and or employers, who are required to create procedures for identifying occupants who have voluntarily self-identified that they need assistance, and the type of assistance needed in the case of an emergency. Tenants and employers shall survey all their employees and other regular occupants, with or without disabilities, on an annual basis.
2. In residential buildings, building owners shall obtain their lists by directly contacting regular occupants to inform them of the procedure by which individuals may voluntarily self-identify that they need assistance, and the type of assistance needed in the case of an emergency. Regular occupants shall be informed of the procedure upon moving into a building and on an annual basis thereafter.
3. In hotels, building owners shall notify hotel guests that they may voluntarily self-identify that they need assistance for evacuation and the type of assistance needed in the event of an emergency by (i) posting a notice (the “Evacuation Assistance Notice”) on the door inside each guest room notifying guests of their right to voluntarily self-identify their need for assistance, and providing a number to contact to make such a self-identification; (ii) inserting a copy of the Evacuation Assistance Notice inside the folder or binder of information provided in each guest room; or (iii) having a hotel employee provide an Evacuation Assistance Notice to each guest upon check-in. The Evacuation Assistance Notice shall be made available in alternative formats upon request (e.g., Braille, large print and audio tape).

#### **4.2 Confidentiality.**

1. Building owners, tenants and employers shall inform all regular occupants who have self-identified the need for assistance that the information provided will be kept confidential and shared only with those who have responsibilities under the Emergency Evacuation Plan.
2. Employers who maintain this information must keep it separate from the personnel files of employees.
3. Lists must be made available to emergency personnel, but otherwise held in the strictest of confidentiality.

#### **4.3 Types of Assistance; Responsibility for Providing Assistance.**

**[RESERVED]**

#### **4.4 Evacuation Assistants.**

Evacuation assistants can either be designated by the employer, tenant, building owner or selected by the individual requiring assistance, provided the evacuation assistant selected by the individual is in agreement. (See code section 13-78-080(e)).

#### **4.5 Places of Refuge or Rescue.**

Places of Refuge or Rescue designated or described in code section 13-78-080(e) shall comply with *ADAAG - 4.3.11.1 Location and Construction, 4.3.11.2 Size, and 4.3.11.4 Two-way Communication.*

### **Chapter 5 – Identification for Stairwells, Areas of Rescue Assistance and Elevators**

#### **5.0 Lettering Size Requirements.**

Where code sections 13-76-075, 13-76-076, 13-196-085 and 13-196-086 specify a height requirement for letters, numbers or other characters, this requirement applies to the height of the characters only. The characters are not required to be as wide as they are high, but may be of a narrower width that is proportional to the height and permits clear reading. The width of characters shall be at a minimum, however, 3/5 the height of the characters.

#### **5.1 Stairwells.**

Code section 13-76-075 (covering new high-rise buildings over 80 feet in height) and code section 13-196-085 (covering existing buildings over three stories in height), contain parallel provisions regarding stairwell identification. The first paragraph of each section addresses the stairwell itself (the area where the stairs themselves are located). The lettering required by this paragraph must be in raised characters and a minimum of six inches in height, rather than “at least 5/8 in (16mm) high, but no higher than 2 in (50mm)” as stated in *ADAAG 4.30.4.*

The second paragraph of each section addresses posting of re-entry location information on the occupancy side (the area usually occupied by people, as opposed to the stairwell), adjacent to every stairwell door. This six-inch height requirement for lettering is not applicable here; rather, letters must be “at least 5/8 in (16mm) high, but no higher than 2 in (50mm)” as required in *ADAAG 4.30.4.* Pictorial Symbol Signs conveying “re-entry” are not required for this signage.

#### **5.2 Areas of Rescue Assistance.**

Each area of rescue assistance (see code sections 13-76-076 and 13-196-086) shall be identified by a sign which states “AREA OF RESCUE ASSISTANCE” and displays the international symbol of accessibility. Lettering shall be permanent and comply with *ADAAG 4.1.3(16) Building Signage.*

Informational signage, in compliance with *ADAAG 4.1.3(16)(b)*, shall also be installed at all inaccessible exits and where otherwise necessary to clearly indicate the direction to areas of rescue assistance. In each area of rescue assistance, instructions on the use of the area under emergency conditions shall be posted adjoining the two-way communication system. See *ADAAG 4.3.11.5.*

#### **5.3 Elevator Identification.**

Section 18-30-2620 of the code, containing requirements for marking elevator cars and their door framing on every floor, uses the term “car position indicator.” The “car position indicator” shall consist of numbers, letters, or a combination that identifies the position of each elevator car and its shaft in the building relative to the other elevator cars and shafts in that building. For example, if a building contains two elevator banks, one on the east side of the building and one on the west side, and if each elevator bank consists of four elevators, then car position indicators for that building could consist of “1E,” “2E,” “3E,” and “4E” for the east side elevators, and “1W,” “2W,” “3W”, and “4W” for the west side elevators. Braille is not required.

The car position indicator shall be posted within each elevator car, near the fireman’s keyed control, and also on the upper left elevator door jamb so that it can be seen when facing the car from the corridor side of each elevator on each floor. On elevators where floor numbers have been previously posted, car position indicators must be placed above floor numbers on the door jambs.

## **APPENDIX A**

## **APPENDIX B**

## **APPENDIX C**