Directions to Central Support Building for Training

- The Central Support Building (CSB) is a multiuse facility housing several Tollway operations located within the premises of the M14 maintenance yard at 3460 Finley Road, Downers Grove IL 60515.
- After entering the site from Finley Rd. the building on your left (with the brown accent stripe) is the facility you will be training in. Drive past the building and turn left after the fuel island and just before the salt dome. Follow the signs to the back of the building where you will find marked parking spaces (12 spots available) behind the building under the bridge. (Please see diagrams below)
- After Parking you will enter the building from the south side of the building on the same side as the parking. The entrance is marked and located facing the parking spaces. You “MUST” only use this entrance. Do not leave the parking area or use another entrance to access the building.
If you have a GPS unit or access to http://maps.google.com you can simply put in the address 3460 S. Finley Downers Grove 60515 from wherever you are located and should be able to find this Tollway facility. However, should you not have a GPS unit or access to the Internet, please follow the directions below:

**From the North:**
- Take I-355 South
- Take the I-88/IL-56/Butterfield Rd exit toward Chicago/Aurora
- Keep right at the fork, follow signs for Butterfield Rd
- Turn left onto E Butterfield Rd
- Take the 1st right onto S Finley Rd (Destination will be on the right)

**From the South:**
- Take I-355 North
- Take the IL-56/Butterfield Rd exit
- Follow signs for Oak Brook and merge onto IL-56 E/E Butterfield Rd
- Take the 1st right onto S Finley Rd (Destination will be on the right)
Directions & Security Guidelines for Central Support Building

From the East (Chicago):
- Take I-290 West
- Slight left onto I-88 W (signs for S Tollway/Aurora/I-294/W Tollway/Indiana)
- Take the I-355 N exit toward NW Suburbs
- Keep right at the fork, follow signs for IL-56/Butterfield Rd
- Keep right at the fork, follow signs for Oak Brook and merge onto IL-56 E/E Butterfield Rd
- Head East on IL-56/Butterfield Rd
- Turn right onto S Finley Rd (Destination will be on the right)

From the West (Schaumburg):
- Take I-355 South
- Take the I-88/IL-56/Butterfield Rd exit toward Chicago/Aurora
- Keep right at the fork, follow signs for Butterfield Rd
- Turn left and head East on IL-56/Butterfield Rd
- Turn right onto S Finley Rd (Destination will be on the right)

If you have any questions or need further assistance, please contact the person who sent you your training date information.
Security & Safety Guidelines for Training at the Central Support Building

- Finley Rd. is the ONLY entrance and exit point for the facility. Use of any other access point is prohibited.

- The training room can be scheduled during the hours of 8:00am through 4:30pm, Monday through Friday only. The trainer will provide a training schedule that includes the dates, times and list of pre-registered attendees to the department of Administration.

- Entrance to the building is ONLY through the building’s training room access door. Do not attempt to enter from any other location. Use this door:

- Park only in designated areas with signs which are along the fence on the south side of the building. Look for these signs:

- The Central Support Building is located in an active work site please exercise extreme caution when driving within the facility and navigating the premises in your vehicle or on foot, especially in the event of severe weather.

- No Smoking is allowed anywhere on the premises except in your vehicle.

- Food and drink is prohibited in the training room unless it is in a closed container.

- The building is a limited access building, you may only enter the building with assistance from the trainer.
• Access to the training room requires the use of stairs. Arrangements must be made in advance for handicapped access. Once in the facility, the elevator is for handicap use only.

• Trainees reporting for class are strictly prohibited from wandering the premises or anywhere outside the designated training room or parking area.

• If due to unforeseen circumstances the designated trainer has not yet arrived, trainees are to stay either in or near their vehicles and should not enter the building until the trainer has arrived for class.

• If the trainer has not arrived within 15 minutes of scheduled class time please contact:
  - The person that sent you the training date notice
  - Cindy Havlicek at 630-241-6800, ext 6001
  - Sue Canik at 630-241-6800, ext 2350

• Once the training course is completed you must leave the Tollway facility.

• Following the site’s safety and security guidelines are the responsibility of the trainee. Disobeying the guidelines will be cause for removal from the facility and the training session.
Emergency Action Plan

Mobile Shop

FIRE

TAKE SHELTER (TORNADO)

MEDICAL EMERGENCY

HAZARDOUS MATERIAL
Any employee who may need more information or further explanation about this plan should inquire with the Mobile Shop Manager or Safety & Training Manager.

Changes that you may feel that are pertinent to your location should be forwarded to the Safety & Training Manager.

This manual has been developed in compliance with OSHA Standard 29 CFR 1910.38
REPORTING A FIRE & BUILDING EVACUATION

I. PURPOSE

The purpose of this procedure is to specify the actions to report a fire and the evacuation guidelines in the event of a fire within Mobile Shop.

II. ACCOUNTABILITIES

A. The Mobile Shop Manager will train all employees on all aspects of the Emergency Action Plan.

B. The Mobile Shop Manager will review the Emergency Action Plan with all employees annually, when an employee’s responsibilities under the plan change, when the plan is changed, and when a new employee is initially assigned to this location.

III. REPORTING A FIRE

A. CALL ext. 5911 IMMEDIATELY.

B. IF a fire alarm pull station is available, ACTIVATE THE ALARM.

C. DO NOT attempt to extinguish the fire unless trained in the use of firefighting equipment such as a fire extinguisher or fire hose.

D. DO NOT perform rescue or medical duties unless trained to do so.

E. A VERBAL WARNING must be issued to inform employees of hazard and the need for evacuation of affected areas.

F. PREPARE to evacuate the building.

IV. BUILDING EVACUATION PLAN

V. The Mobile Shop Manager must take with them their portable radio, any Tollway issued cell phones, and their employee assignment log.

B. Personnel inside building must proceed to the nearest Fire Exit leading away from the hazard and to the outside of the building.

C. Assemble north of the building, at M-14 entrance doors, unless otherwise directed.

D. Roll call will be completed by the Mobile Shop Manager.

E. The Mobile Shop Manager must inform the Fire Department of roll call results and any building hazards (chemicals, fuels, electrical panel rooms, etc.).

F. The Mobile Shop Manager will contact employees due to report in order to inform them of emergency situation and instruct them on their course of action.
TAKE SHELTER

I. PURPOSE

The purpose of this procedure is to specify the actions for seeking safe shelter in the event of a tornado or emergency at the Mobile Shop.

II. ACCOUNTABILITIES

A. The Mobile Shop Manager will train all employees on all aspects of the Emergency Action Plan.
B. The Mobile Shop Manager will review the Emergency Action Plan with all employees annually, when an employees' responsibilities under the plan change, when the plan is changed, and when a new employee is initially assigned to this location.

III. SEVERE WEATHER ALERTS

A. During severe weather, the Mobile Shop Manager shall ensure that any Tollway issued cell phones are on their person and be attentive to:
   - Dispatch and police radio communications.
   - Warning sirens from surrounding communities.
   - Local weather radio broadcasts.
   - Changing weather conditions.
   - Observation of the skies.
B. NOTIFY District 15 radio, Central Shop Manager, Carpenter Shop Manager, and M-14 Manager in the event of a tornado sighting.
C. If the need to take shelter is necessary, the Mobile Shop Manager is responsible to direct employees and patrons to the Shelter Area within the facility.
D. THE SAFEST LOCATION FOR SHELTER IS THE LOWER LEVEL STAIRWELL, BY CAP PARTS CAGE.
E. When implementing: Mobile Shop Manager will take the following actions:
   - ANNOUNCE that “Evacuation procedures will be implemented immediately.”
   - VERIFY Tollway issued cell phone and portable radio is in your possession for communications.
   - OBTAIN and take with you the daily assignment log for roll call and accountability.
   - NOTIFY Dispatch, Central Auto Shop, Carpenter Shop, and M-14 Managers that the site is taking shelter.
   - ENSURE orderly withdrawal of all employees and patrons to the designated shelter area.
   - TAKE roll call in the designated shelter area.
   - DOCUMENT any unaccounted personnel.
   - NOTIFY Dispatch and Fleet Supervisor to inform them that assembly is complete.
   - Once Dispatch issues an “All Clear”, ADVISE employees to return to their respective work area if possible.
MEDICAL EMERGENCY

I. PURPOSE

The purpose of this procedure is to specify the emergency response protocol for a Medical Emergency at the facility (e.g. accident, heart attack, stroke, diabetic emergency).

In order to recognize everyone’s right for privacy, efforts should be made to minimize the injured/ill person’s exposure to the public.

II. RESPONSIBILITIES

A. DIAL ext. 5911, District 15 State Police desk.

B. PROVIDE the following information to the call taker:
   • Nature of the injury or illness (e.g. chest pains, diabetic emergency, person passed out, etc.)
   • Location of the injured or ill person (e.g. Shop Floor, Office, Locker Room, etc.)
   • Your name.
   • Call back extension number (a number that Dispatch can call to learn of additional information if required).

C. REMAIN on the phone until told to hang up by the dispatcher.

D. CALM AND REASSURE the injured or ill person and await the arrival of the Emergency Personnel.

E. CONTACT the Mobile Shop Manager and make them aware of the situation.

Note: In case of an employee injury, the manager or supervisor of the injured employee should follow existing IOJ protocol as it applies.
HAZARDOUS MATERIAL SITUATION

I. PURPOSE

The purpose of this procedure is to specify the actions in the event of a hazardous material situation at the Mobile Shop.

II. ACCOUNTABILITIES

A. The Mobile Shop Manager will train all employees on all aspects of the Emergency Action Plan.

B. The Mobile Shop Manager will review the Emergency Action Plan with all employees annually, when an employees’ responsibilities under the plan change, when the plan is changed, and when a new employee is initially assigned to this location.

III. HAZ-MAT PROTOCOL

A. DIAL ext 5911 IMMEDIATELY.

B. EVACUATE AREA - The Mobile Shop Manager will issue directions. The Mobile Shop Manager must take with them the Tollway issued cell phone, mobile radio, and the assignment log.

C. ASSEMBLE - All employees must assemble up-wind of hazardous situation for the Mobile Shop Manager to take roll-call.

D. DISTRICT 15 STATE POLICE WILL ISSUE ALL FURTHER DIRECTIVES.

E. The Mobile Shop Manager will contact employees due to report in order to inform them of the emergency situation and instruct them on their course of action.