

## Information Circular IC15-051

**Date:** July 31, 2015

**To:** CBOE Floor Traders, Employees, and Employees  
Of Floor Traders  
**From:** Security and Safety Department  
**RE:** Building Evacuation Drill

There will be an evacuation drill on August 4, 2015. The drill will take place on a staggered basis as trading ends. Everyone is required to participate in this very important exercise. This safety drill will occur in two (2) phases.

**PHASE I** - When the 2:58 PM bell rings on the trading floor, all floor traders, employees and employees of floor traders who normally exit the trading floor at this time will be required to leave the floor by the nearest emergency exit (stairwell). You will not be able to use the escalators or elevators. Once you have reached ground level you may reenter the building (lobby area only) or you may wait in the plaza to the west of our building or on the sidewalks surrounding our building. The emergency stairwells are located on the east and west sides of the trading floor. You will not be allowed to return to the upper floors until approximately 3:20 PM. This drill is for the benefit of all of us. Being aware of the location of emergency exits is important. For the benefit of everyone, please do not exit the trading floor on the escalators just prior to the start of the drill.

**PHASE II**- Immediately after the 3:15 PM bell rings, signaling the end to all trading, the fire alarm will sound and an announcement to evacuate the entire building will be made over the public address system. At this time all remaining floor traders, trading floor personnel, and CBOE office staff will be required to leave the building using the nearest emergency exit (stairwell). Do not use escalators or elevators and do not run. At approximately 3:20 PM, an "All Clear" announcement will be made signaling the end to the exercise. At that time everyone will be allowed to return to the upper floors of our building.

Once you exit the emergency stairwell you may wait in the plaza (the west side of the building) or on LaSalle Street (east side of building) until the "All Clear" is announced. Do not stand on the sidewalk near the stairwell doors. After you exit, move away from the building. You do not need to leave the immediate surrounding area unless you are leaving for the day. The "All Clear" will be announced on the building public address system and by bullhorn for those people waiting outside of the building.

The drill will be cancelled and rescheduled if inclement weather occurs or if market conditions warrant. If the drill is cancelled, the 2<sup>nd</sup> floor OP Center will notify the Trading Floor, and the office area will be notified via email message.

### Additional Information:

If you have any questions, please contact Security at 312-786-7333, Mike Todorofsky, at 312-786-7330, Ed Barry at 312-786-8727 or Craig Johnson at 312-786-7939.