

# INTERNAL LIFE GUIDE

SUPPLEMENT  
THE GLOBAL CENTRUMS  
CHICAGO NEXUS  
1978 - 1979

Weekly Time Design

Week I

Week II

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

6:30

Daily Office

7:00

Breakfast Collegium

8:00

Centrum + permeation assignments

Centrum

Module

II

7. House Church

8:30 House Meeting

9:30 Centrum Maneuvers

12:00 Priory

5:00

6:00

Global Prayers

Family Preparation

6:30

Individual Brooding

Centrum Module I  
commissions priory

Ecclesiola

10:00

Reflection, recreation + rest

A Amraka Calendar

Quarter	1	2	3	4	5	6	7	8	9	10	11	12	13
Quarter II	Oct 2	Oct 9	Oct 16	Oct 23	Oct 30	Nov 6	Nov 13	Nov 20	Nov 27	Death	Death	Death	Death
	3 3	10 10		24 24	31 31	7 7	14 14	21 21	28 28	5 5	12 12	19 19	26 26
	4 4	11 11	18 18	25 25	Abada	8 8	15 15	22 22	29 29	6 6	13 13	20 20	27 27
	5 5	12 12	19 19	26 26	2	9 9	16 16	23 23	30 30	7 7	14 14	21 21	28 28
	6 6	13 13	20 20	27 27	3 3	10 10	17 17	24 24	Death	8 8	15 15	22 22	29 29
	7 7	14 14	21 21	28 28	4 4	11 11	18 18	25 25	2	9 9	16 16	23 23	30 30
8 8	15 15	22 22	29 29	5 5	12 12	19 19	26 26	3 3	10 10	17 17	24 24	31 31	
Quarter III	Jan 1	Jan 8	Jan 15	Jan 22	Jan 29	Feb 5	Feb 12	Feb 19	Feb 26	March 5	March 12	March 19	March 26
	2 2	9 9	16 16	23 23	30 30	6 6	13 13	20 20	27 27	6 6	13 13	20 20	27 27
	3 3	10 10	17 17	24 24	31 31	7 7	14 14	21 21	28 28	7 7	14 14	21 21	28 28
	4 4	11 11	18 18	25 25	Feb 1	8 8	15 15	22 22	March 1	8 8	15 15	22 22	29 29
	5 5	12 12	19 19	26 26	2 2	9 9	16 16	23 23	March 2	9 9	16 16	23 23	30 30
	6 6	13 13	20 20	27 27	3 3	10 10	17 17	24 24	3 3	10 10	17 17	24 24	31 31
7 7	14 14	21 21	28 28	4 4	11 11	18 18	25 25	4 4	11 11	18 18	25 25	April 1	
Quarter IV	Apr 2	Apr 9	Apr 16	Apr 23	Apr 30	May 7	May 14	May 21	May 28	June 4	June 11	June 18	June 25
	3 3	10 10	17 17	24 24	May 1	8 8	15 15	22 22	29 29	5 5	12 12	19 19	26 26
	4 4	11 11	18 18	25 25	2 2	9 9	16 16	23 23	30 30	6 6	13 13	20 20	27 27
	5 5	12 12	19 19	26 26	3 3	10 10	17 17	24 24	31 31	7 7	14 14	21 21	28 28
	6 6	13 13	20 20	27 27	4 4	11 11	18 18	25 25	June 1	8 8	15 15	22 22	29 29
	7 7	14 14	21 21	28 28	5 5	12 12	19 19	26 26	2 2	9 9	16 16	23 23	30 30
8 8	15 15	22 22	29 29	6 6	13 13	20 20	27 27	3 3	10 10	17 17	24 24	July 1	

The teams are the focus of care for all family members and all property at Chicago Nexus. Families are Symbolic Order members covenanted together for the mission under the vows of poverty, chastity, and obedience. The Kemper Building is the International Training Centre for both the Ecumenical Institute and the Institute of Cultural Affairs as well as the home for members of the Order: Ecumenical. The team honors these realities by creating its corporate space and initiating the required nodes for structured events, child care, and practical care. Consideration for public decor and the physical appearance of all space is a constant task which is done as a manifestation of love for the world.

The Centrum is the manifestation of the global dynamic of service to the local. As the intersection of the four Global Centrum Bands, the Nexus acts out the roles of Sacrificial Servant to the Global Service Force, as the Invincible Victors, as the Elder Statesman, and as the Defender of the Global. The style of corporate living expresses these roles through the revolutionary fastidiousness, sophistication, simplicity, readiness and globality of public space and decor. As a religious house, it utilizes the corporate space as an expression of profound unity, profound humanness, and profound vocation of those who stand before the moral issue of our times.

#### OPERATING IMAGE OF THE FLOORS:

- The first floor is the corporate work space of the Nexus.
- The second floor is the locus of the symbolic dimension and special events of the Order.
- The third floor is the locus of the Phase I experiment of the Order.
- The fourth floor is the home of the Global Movement Academy.
- The sixth floor is the International Conference Center created and managed by the Guardians.
- Floors five, seven, and eight are the residential floors for the Order assigned to Chicago Nexus.

#### GUIDELINES:

##### The Residential Space:

- Each floor has a bulletin node in the elevator lobby.
- Each floor has an altar in or near the elevator lobby.
- Each floor creates and cares for its own space out of the image of sophistication and revolutionary fastidiousness.
- Each floor provides an E.G. play area and restricts active games to that area.
- Each floor has a guest room and a lounge, the lounge being available for general use of the stake under adult supervision.

##### The Public Space:

- The first floor guest lounge is reserved for the use of guests only.
- The Campaign Lounge is available for informal meetings, the reception of guests and nexus functions.
- The public view of the building from the outside is extremely important.
- Public windows are to be properly decorated and curtains or shades closed.
- Chairs are not to be used for transportation, toys or moving heavy loads.
- The front lobby is to be kept free of clutter at all times.
- The windows in the front entrance are to be washed daily.

## CONTEXT

"To have a god is to possess a self-understanding, and to be a self is to have a god. Worship, then, is both, and at the same time, an honoring of our god and an enactment of our self-understanding.

Christian worship is the portrayal of those gathered as the forgiven ones, the thankful ones, the dedicated ones. This is just who they must grasp themselves to be when God the Father, Son and Holy Spirit becomes their God."

Joseph W. Mathews

We experiment with the dramaturgical form of the Daily Office by trying to recover the presence of the Mystery. One key to this recovery is the sense of Holy Space, awe before a physical location; another is the sense of interior space, where the awe is experienced before every event of life. To sustain a secular recovery of awe, the self-conscious People of God must practice it by rehearsing that presence in objective form to create the new evangelism, making that presence available to all. Thus, the intentionality of the Daily Office is a key to recovering the Mystery. For the intensification of all dynamics opens up the service for the Mystery. Intentionality of words and rhythm expresses the tension of the solitary and decisional. Every word is intensified by the relentless beat which freights the corporate YES, but seems to flow through the unhurried pacing. The liturgist is the chosen high priest of all for the day. His preparation to play the role, his rehearsal, and his walk, express his election. He uses his voice to hold the congregation present to the Daily Office.

THE  
ACTIVITY

The Daily Office of the Order is that primal symbolic activity which is enacted every morning in the life of the community to call the community once again to consciousness and to make a decision as to its affirmation of life and responsibility in the task it has assumed.

It is a symbolic drama entirely separate in purpose and style from other aspects of community life such as intellectual study and task assignments. The community are those who have made the basic decision to live as individuals received as Good by life itself in the Mystery and honor all others as received also.

THE  
SETTING

The worship hall arrangement provides the important setting for this dramatic enactment in the life of the Order. The large reredos with the double cross hangs at one end of the room which is designated as liturgical east, with the black X on the left, and red on the right. The high altar is located there and on it are placed the rock, representing the Mystery, the incense representing ascending prayers, and a candle representing the Eternal Light. The opposite end of the room is symbolically the World, and here is located the world grid. The seats are arranged in rows facing the center of the room and facing each other. The table, representing the Word, is located in the middle of the center aisle. Upon it are placed the cross, containers for the offering, a chalice for the wine and a tray with the bread. The table is covered with a cloth which is, like the reredos, of the appropriate color of the church year season. At each end of the room there is a place for four liturgists, that is, four chairs and five

ROLES  
OF THE  
LITURGISTS

prayer stools, making a total of ten for the eight liturgists. Candles are placed in front of the first and second liturgists' prayer stools.

- 1st Takes responsibility for entire office in representing the Mystery. In charge of all liturgists, including the band and their performance. Carries rhythm of the Office. Decides, in consultation with the Panchayat, when the Office is to begin.
- 2nd Leads congregational response throughout liturgy and responds on behalf of congregation during offering.
- 3rd Reads the appointed Old Testament lesson from the lectionary for the day. The reading is to begin with the words, "The first appointed lesson of the day is found in the (number) chapter of the book of (name)." Receives offering, leads Community Left in responses. Is Bible-bearer, who leads procession and recessional with Cross-bearer, thus setting the majestic pace.
- 4th Reads from New Testament the appointed passage which includes the capital verse for the day. The reading is to begin with the words, "The second appointed lesson for the day is found in the (number) chapter of the book of (name)." Leads Community Right in responses. Is Cross-bearer, leading processional and recessional with Bible-bearer, thus setting the majestic pace.
- 5th Gives no more than a 3-5 minute witness regarding event of the Word in his life. Presents offering and leads Community Right in responses.
- 6th Leads Community Left in responses and presents offering with 5th liturgist.
- 7th Bears candle for Scripture lectern and acts as Shadow to 1st liturgist, prepared to assume that role should the situation demand it.
- 8th Bears candle for Witness lectern and acts as Shadow to 2nd liturgist, prepared to assume that role should the situation demand it.

The Band exercises a critical role in creating the drama of the liturgy. The large gong is used during the procession and recessional. The peal and clacker are used to signal all the community turns, kneeling and rising. The drums are used to provide the beat and rhythm for the Office. The larger drum begins with the prelude to Act I and continues throughout the drama with an even, continuous beat of "life and death," life and death." The smaller drum begins with Act II and continues throughout with the discontinuous beat of the dance.

IMPORTANT: EVERY LITURGIST TAKES RESPONSIBILITY FOR THE WHOLE

Preparation: Before the community gathers, the candles in front of the first and second liturgists' prayer stools are lit and the light above the first liturgist's prayer stool and the Scripture lectern is plugged in. The incense on the altar is also lit. The altar candle burns continuously. The worship team meets 30 minutes before Daily Office for a careful rehearsal.

#### THE PROCESSIONAL:

1. The community gathers in silence, engaging in solitary prayer and brooding. The liturgists are in place to the left and the right of the Panchayat table. At the first gong, the community rises and begins singing "Holy, Holy, Holy" majestically and at a fast pace, following the lead of the Panchayat, while the liturgists process. (The liturgists do not sing during the processional or the recessional.)
2. As the front four liturgists (3rd, 4th, 1st and 7th) reach the front of the center table, the 4th liturgist places the cross in the stand at the head of the table. The liturgists process further and the 3rd liturgist places the Bible on the lectern and opens it to the first appointed lesson. The gong sounds a second time as the community completes singing the first half of "Holy, Holy, Holy."
3. As the processional continues, the 2nd and 8th liturgists proceed to the witness lectern. The 7th liturgist places the candle at the head of the Scripture lectern at the same time the 8th liturgist places the candle at the witness lectern. The back four liturgists (5th, 6th, 2nd, 8th) then turn and proceed to their appointed places, the 2nd going directly to the prayer stool toward the rear between community left and right. At the same time, the front four liturgists proceed to their places, the first also going to his prayer stool.
4. As the community completes singing, the gong sounds the third time. The community kneels, rising to face the East at the sound of the bell.

#### THE OFFICE

1. The 1st and 2nd liturgists remain at their prayer stools during the scripture readings. They go to their places in community right during the witness.
2. The offering is received by the 3rd, 4th, 5th and 6th liturgists, who proceed to the center table as the 1st liturgist announces the offering. The 5th and 6th liturgists hand the offering baskets to the 3rd and 4th who pass them to the community.  
The 5th and 6th liturgists receive the baskets from the community and bring them to the center table as all 4 liturgists again proceed to the table at the presentation. The 5th and 6th liturgists hold the baskets until they set them down on the table at the peal before the Doxology, and return to their places for the passing of the Peace.
3. The first liturgist moves to pass the peace to the second liturgist, followed by the third and fourth liturgists who pause at the beginning of the central

section of seating. The second liturgist passes the peace to the fifth and sixth liturgists, who pass it on to the person at the end of each row, beginning with the back row on each side. Each of these persons turns to the person beside him in turn to the end of the row (but not back to the first liturgist). The peace is passed by "pressing" hands together and calling the neighbor by his Christian name and announcing the word, "The peace of God is yours this day." The fifth liturgist passes the peace to the Panchayat.

#### THE RECESSIONAL

1. When the first liturgist completes the Benediction, the community kneels. At the sound of the bell, the community rises and begins to sing, "Holy, Holy, Holy" the same way as before.
2. The third and fourth liturgists lead the recessional, and the eighth & second liturgists proceed to the front of the witness lectern. The third liturgist slows down while the fourth picks up the cross from the head of the center table. Then the third liturgist closes the Bible and picks it up from the lectern and joins the fourth liturgist at the center table.
3. The seventh liturgist picks up the candle from the scripture lectern as he passes it, and at the same time, the eighth liturgist picks up the candle from the witness lectern and returns to the side of the aisle, at which time the third and fourth liturgists proceed past the center table, with the first and seventh liturgists following six feet behind.
4. As the front four liturgists pass, the eighth and second liturgists drop in behind, followed by the fifth and sixth. As it completes singing, "Holy, Holy, Holy", the community kneels at the sound of the gong, remains kneeling for the second gong, and rises to go forth at the sound of the third gong.
5. The worship team remains in place until the community has left. It then returns the cross, Bible, candles, robes and stoles to the Sacristy and reorders the Great Hall, straightening Offices on chairs, extinguishing the candles and lights, except the candle on the high altar, and seeing that the area is ready for the following morning.



NOTE:

FLOOR TILES ARE  
ONE FOOT SQUARE  
CEILING TILES 2'x4"

EAST  
↑

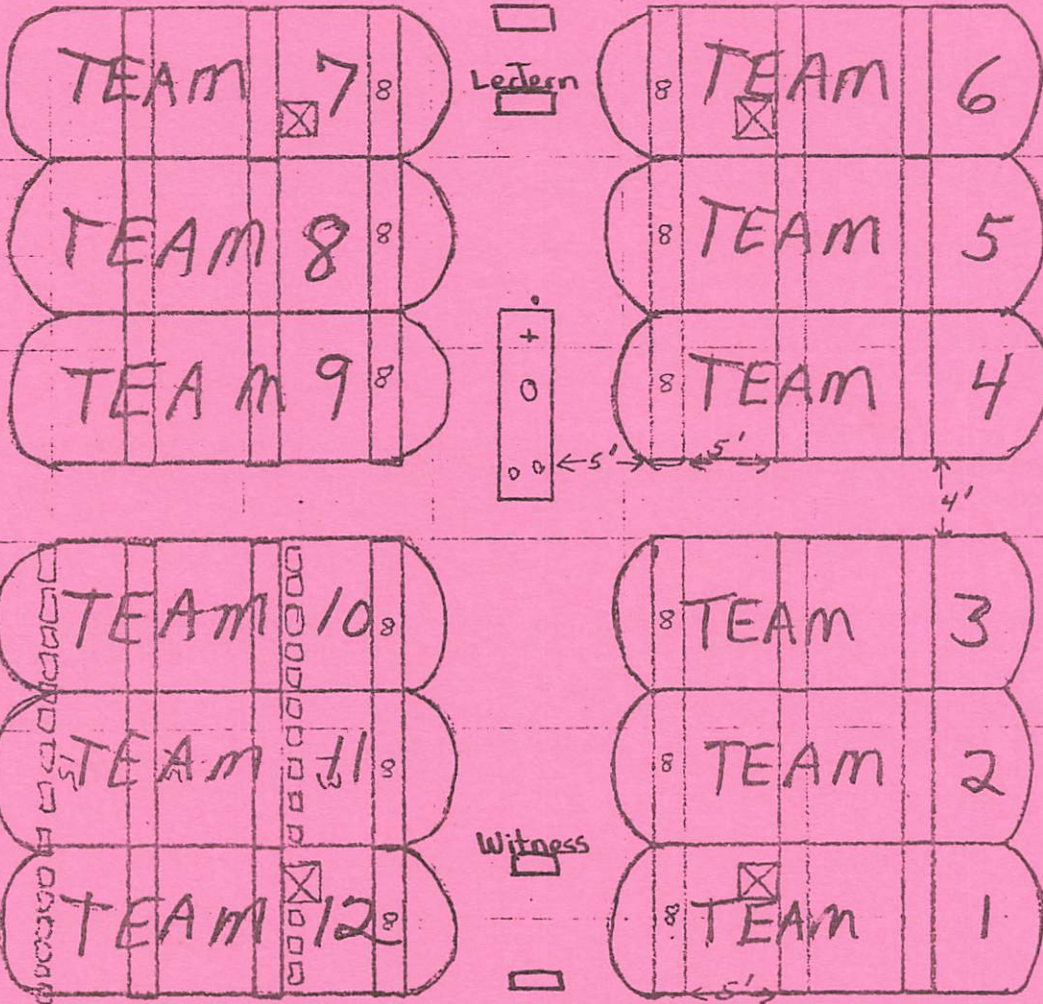


SEATING AT 15" PER ROW

COMMUNITY	172
LITURGISTS	8
PANCHAYAT	5
<b>TOTAL</b>	<b>185</b>

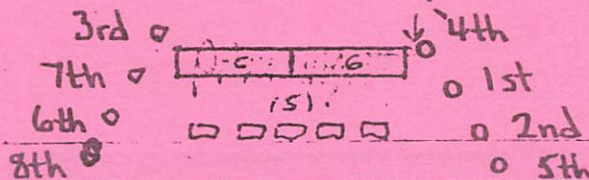
(3) Old Testament  
7th Liturgist

First Liturgist  
New Testament (4)



8th Liturgist  
6th Liturgist

Witness (5)  
2nd



NOTE:  
4x6' = 3x8'  
TABLES

All Phase I are in structured programs from 8A.M. - 5P.M. and are not to be on any floor other than the 3rd floor except by assignment.

Skates, skate boards, two wheel bicycles, and baseball are outdoor activities and are not to be on the floors. While this guideline is recommended policy, floors may revise as the consensus permits. The important concern is consistency on a given floor.

The elevator operator must be 18 years of age or older.

Children under 4th grade must be accompanied by an adult when riding the elevator.

Children and youth may go to the basement only if accompanied by an adult.

Phase I should be accompanied by an adult when leaving the building after dark.

Students will have a note when making WATS calls. (Business)

Floors need to determine the relationship of Emerging Generation to designated lounge space. Recommended guidelines would suggest that Student House and E.G. person be present in lounge space only at the invitation of an accompanying adult.

Children should be under adult supervision in the kitchen. (5th grade and under)

Visitors to the 3rd floor should be asked to wait until a 3rd floor staff person has been notified, and the visitor's arrival has been cleared.

Recommended Bedtimes:	Infant-Mini	7:30 P.M.
	Pre-Kinder	8:00 P.M.
	1st-3rd Grade	8:30 P.M.
	4th-5th Grade	9:00 P.M.

Adults on childwatch need to station themselves in the hall after the children have been put to bed.

This assignment carries the dual responsibility for the safety of the building occupants and the area residents as well as the security of the property. The basic image of security is that of the vigilant shepherd of those entrusted to your care. General operating principles include:

1. Maintaining security and fire watch 24 hours per day, 7 days per week.
2. Personal safety takes precedence over property.
3. Remain at your assigned post until released by your replacement.
4. Use common sense in executing the assigned task.

#### WATCH RUBRICS

FRONT DESK: Basic image is one of the host-receptionist. Enables the image of an international training center by being a gracious welcome, attentive, and by maintaining the cleanliness and decor of the entrance way.

- A. Receive all guests/visitors/vendors and strangers.
  1. Obtain name.
  2. Find out whom they represent.
  3. Ask whom they wish to visit.
  4. Inquire the nature of their business.
- B. Call for the person or send rover to inform him.
- C. Direct visitor to lounge until escort arrives.
- D. Take phone messages - Rover delivers messages marked urgent. Retain other messages for pick up.
- E. Maintains an ordered and neat appearance in the entrance way and lobby.
- F. Neighborhood children are not allowed on upper floors.

## SECURITY ASSIGNMENTS CONTINUED

1977-1978

SWITCHBOARD OPERATOR: The basic image and stance is one of a gracious receptionist. This function is one of high visibility in relationship to the Public. This should be kept in mind when assignments are made to this post. The tasks are:

- A. Receives incoming phone calls and directs them to the appropriate extension.
- B. Directs messages to the phone desk for posting or delivery.
- C. Places and records any non WATS long distance telephone calls.

ROVER: The basic image is one of watchful shepherd. This function maintains a watch of the entire building from the perspective of security and safety. The tasks are:

- A. Makes one complete security round throughout the building during every security shift and checks on all security doors, windows with particular attention to irregular operations in the building and its equipment.
- B. During Day I there will be a security round of the entire building during the mid morning and the mid afternoon.
- C. At 12:00 Midnight the rover will turn out lights in the halls and corporate space throughout the building as he makes his rounds.
- D. Delivers urgent messages to personnel in the building.
- E. Is at his assigned post from 6:00 P.M. to 8:00 A.M. and on call by the front desk from 8:00 A.M. to 6:00 P.M.

ELEVATOR OPERATORS: The basic image is one of helpful servant. This function is responsible for operating the elevator and protecting the safety of the passengers. The tasks are:

- A. Persons under 19 years of age shall not operate the passenger or freight elevators.
- B. DO NOT leave the car when on a floor other than the first floor.
- C. DO NOT allow anyone under 19 years of age operate the elevator or the doors while you are driving the car.

Maintains the elevator car on the first floor with the doors open when it is not on call.

- E. NEVER OPERATES THE CAR WHEN BOTH SETS OF DOORS ARE NOT COMPLETELY SHUT.

F. In the event of fire in the building the elevator operator immediately takes the car to the FIRST FLOOR and awaits for the Fire Department to arrive. IT IS NOT TO BE USED TO REMOVE PERSONNEL FROM THE FLOORS.

- G. Children under 4th grade must be with an adult when riding the elevator.



Religious House  
Chicago Nexus

MEAL ENABLEMENT TEAM RATIONALE

September  
1978

47

		10	11	12	13	1	2	3	4	5	6	7	8	9	10	11	12
Dinner	S	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Breakfast	M	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1
Dinner	M	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2
Breakfast	T	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4
Dinner	T	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5
Symbolic Life	-	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Breakfast	W	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6
Dinner	W	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7
Breakfast	Th	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
Dinner	Th	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
Breakfast	F	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Village Care	W	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3

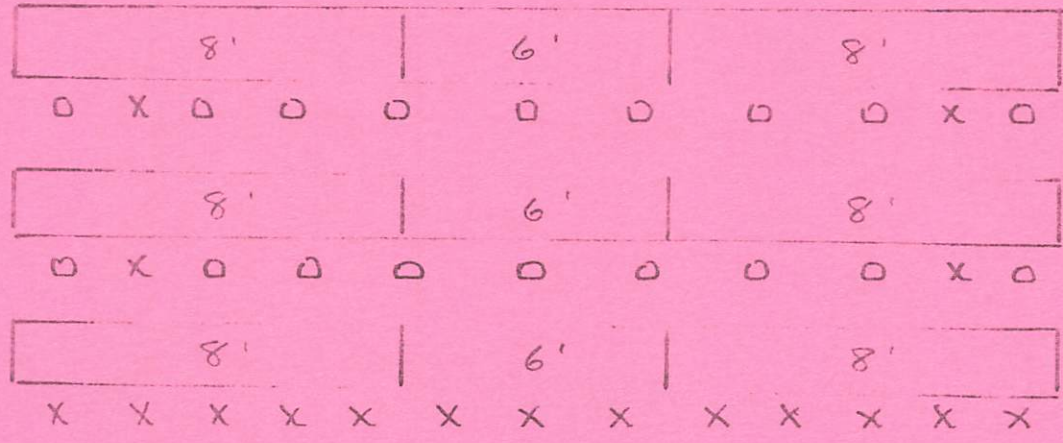
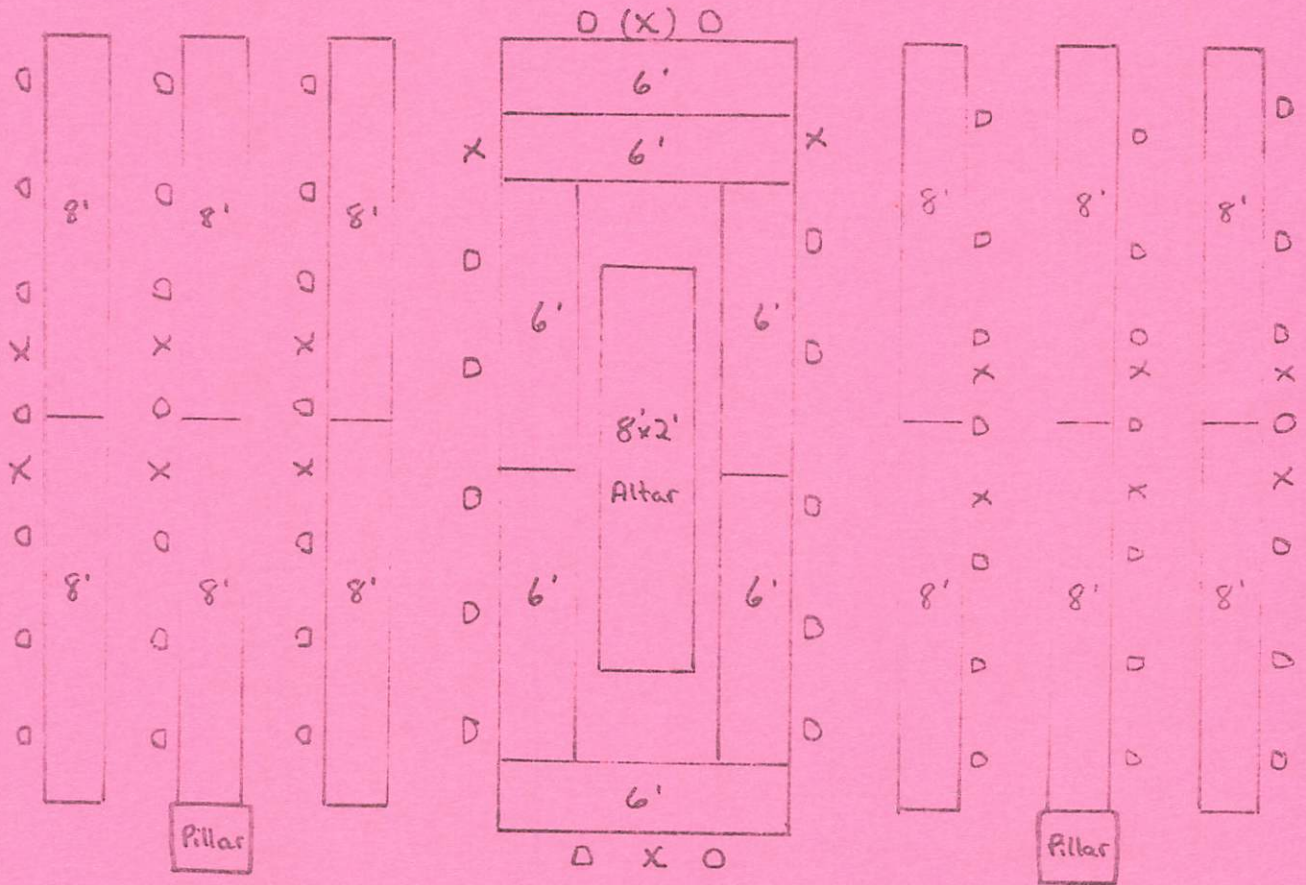
RELIGIOUS HOUSE CHICAGO NEXUS		TEAM ENABLEMENT DESIGN		1978-79
BUILDING SECURITY	DAY	TIME	FRONT DESK SWITCHBOARD ELEVATOR ROVER	TREK ASSIGNMENT
			FRONT DESK SWITCHBOARD ELEVATOR ROVER	
MEAL ENABLEMENT	MEAL	TASK		
EMERGING GENERATION	AM/PNDAYS			

RELIGIOUS HOUSE CHICAGO NEXUS		TEAM ENABLEMENT DESIGN		1978-79
BUILDING SECURITY	DAY	TIME	FRONT DESK SWITCHBOARD ELEVATOR ROVER	TREK ASSIGNMENT
			FRONT DESK SWITCHBOARD ELEVATOR ROVER	
MEAL ENABLEMENT	MEAL	TASK		
EMERGING GENERATION	AM/PNDAYS			

Guild Hall Set-up

Blackboard

(74) o daily setting  
(103) x HC additions





NOTE:

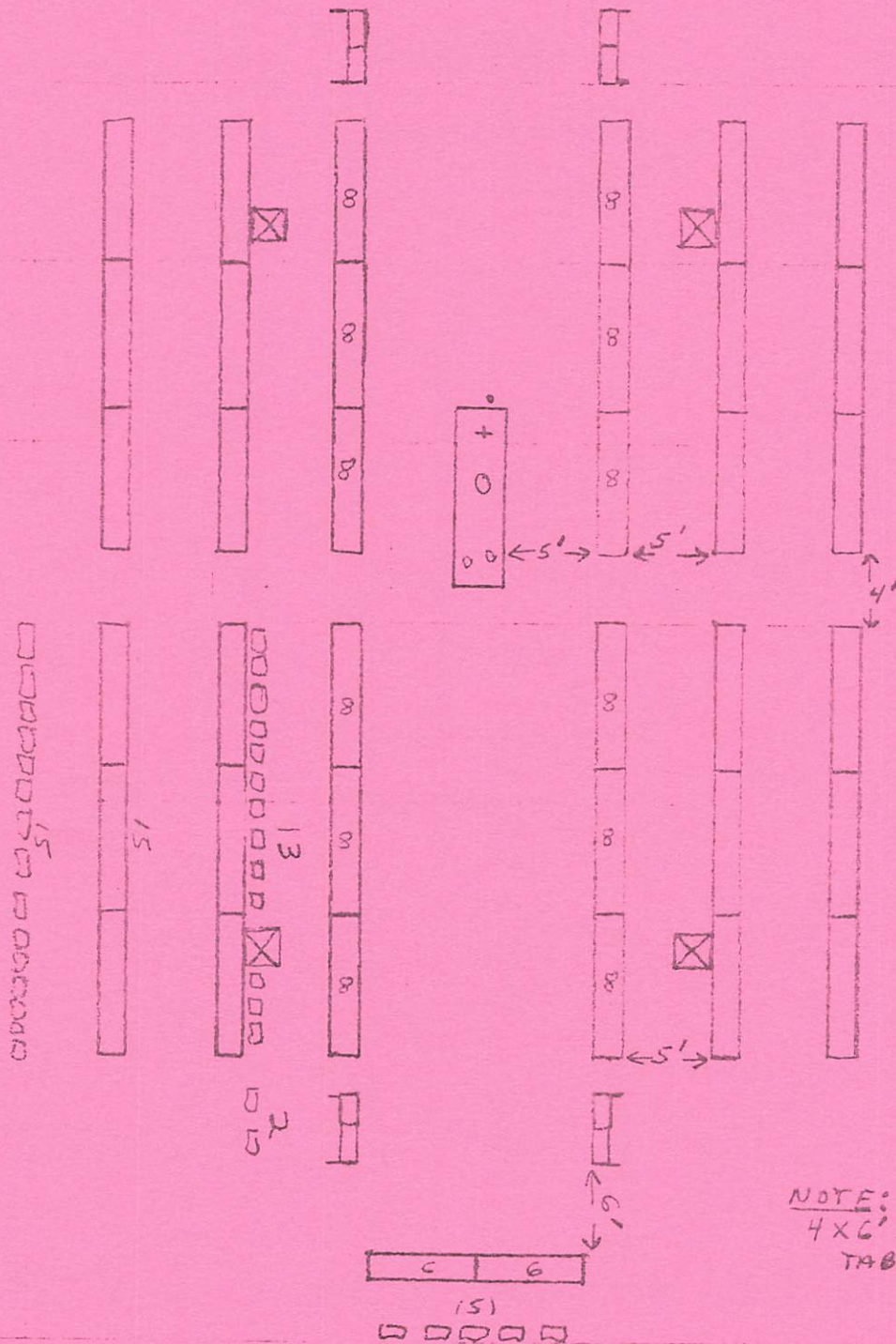
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PANTRY +	<u>5</u>
TOTAL	185



NOTE:  
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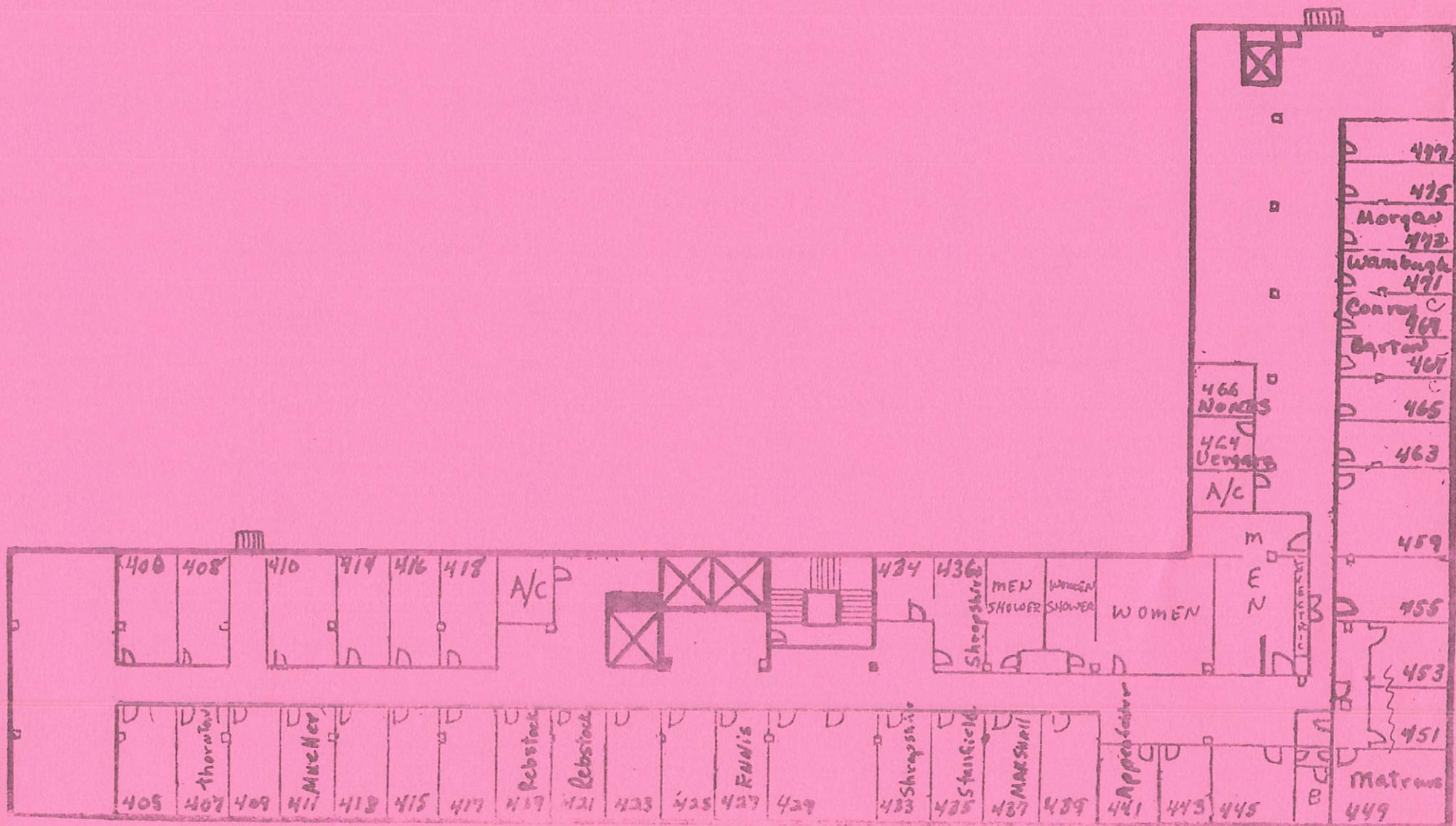
## STAKE &amp; TEAM ASSIGNMENTS

	STAKE I	STAKE II	STAKE III
1	<p>Nancy Prather Roseanne Boone Jack Gilles Ruth Grunberg Carla Henshen Fred Hess Mary Lou McGregor Bruce Miller</p> <p>John Boone Rebecca Nichols Hale Prather David Scott Patricia Scott Jim Stovall Harold Williams (Edward Vergara)</p>	<p>John Montgomery Cathy Barton Margie Gergen Michael Gergen Katherine Jones Marshall Jones Lyn Mathews</p> <p>Kaye Hayes Judy Montgomery Carol Pierce Joseph Pierce Harry Wainwright Mary Ann Wainwright Alfreda Wilkins (Jim Bell) (Lyn Bell)</p>	<p>Bill Grow Mary Crane Michael Ford Nancy Grow Robert Hawley Mark Johnson Patricia Jones Bernard Knutsen</p> <p>Barbara Hawley Lee Sun Joo Vaughn O'Halloran Sarah Parekh Kay Towley Phillip Townley Faith Vance Neil Vance (Marilyn Corcoran)</p>
2	<p>Martin Howell Mary Boivin Betty Compton Ann Couroy Mark Cramer Cyprian D'Souza Mary D'Souza Edith Howell</p> <p>Beverly Parker Mark Jewell Symond Kock Charles Lingo Dawn Lingo Clancy Mann Marianne Mann (Bruce Bauknight) (Kathy Bauknight)</p>	<p>Mary Jane Elliott Kevin Balm Frank Bremner Leah Early Lee Early David Elliott Beverly Gazarian</p> <p>Mark Porter Shelly Hahn Carl Johnson Jane Johnson Laurie Mitchell Dan Tuecke Jane Warren (Debra Owens)</p>	<p>Mary Bengel Debra Drown Ruth Ellsworth Wayne Ellsworth Marsha Hahn Jody May Michael May Edwin Shinn</p> <p>Ruth Landmann Miriam Shinn Laura Spencer Raymond Spencer Fr. Michael Tafesse Shiela Westre William Westre James Wiegel Judi Wiegel (Mercy Keru)</p>
3	<p>Robert True Kathy Addington Alan Balm Elizabeth Caperton Stanley Gibson David Horn Delors Horn Bill Kroeger</p> <p>Marcia Friebe Patrick Moriarty Geoff Nixon Ethel Stewart Sandra True Carol Walters George Walters (Judy Appenfelder)</p>	<p>Michael Hoff Joseph Crocker Marilyn Crocker George Ensinger Rebecca Grow Annie Hsu Joseph Hsu</p> <p>Ann Ensinger Jean Long Ruth Marshall Lynette Pennington Coma Shropshire Robert Shropshire (Jean Blackledge)</p>	<p>Joy Thomas Louise Ballard Ann Duffy Robert Duffy Laura Ennis Bill Gooch John Hopkins Michael Jackson Donald Raschke</p> <p>John Ballard Karen Raschke Kathleen Smart Joseph Thomas George Wambugu Patricia Weygandt Terry Weygandt Linda Wisman (Kim Thornton)</p>
4	<p>William Bigelow Addie Batiga Eisa Batiga Robert Booher Jane Booher Terry Fahrenbacher Robert Hummer Carin Schucart Martha Talbot</p> <p>Betty Hummer Richard Talbot James Troxel Karen Troxel David Yost Rebecca Yost Barbara Williams Randall Williams (Dorothy Baines)</p>	<p>Don Barkony Phyllis Allard Barbara Barkony Donald Bozarth Terry Bozarth Peter Fry Dorthea Jewell</p> <p>Patricia Mitchell James Jewell Margaret Morgan Robert Rafos Sandra Rafos Kate St. Clair Robert St. Clair (Shirley Mueller)</p>	<p>Elizabeth Loudermilk Ann Epps John Epps Richard Funk Mark Hockley David Lazear Margaret Lazear Rick Loudermilk</p> <p>Kim Rafos John Mathews Daniel O'Neill Robert Porter Shirley Porter Brian Stanfield Jeanette Stanfield (David Rebstock) (Ellen Rebstock)</p>

# FLOOR PLANS

9/2/78

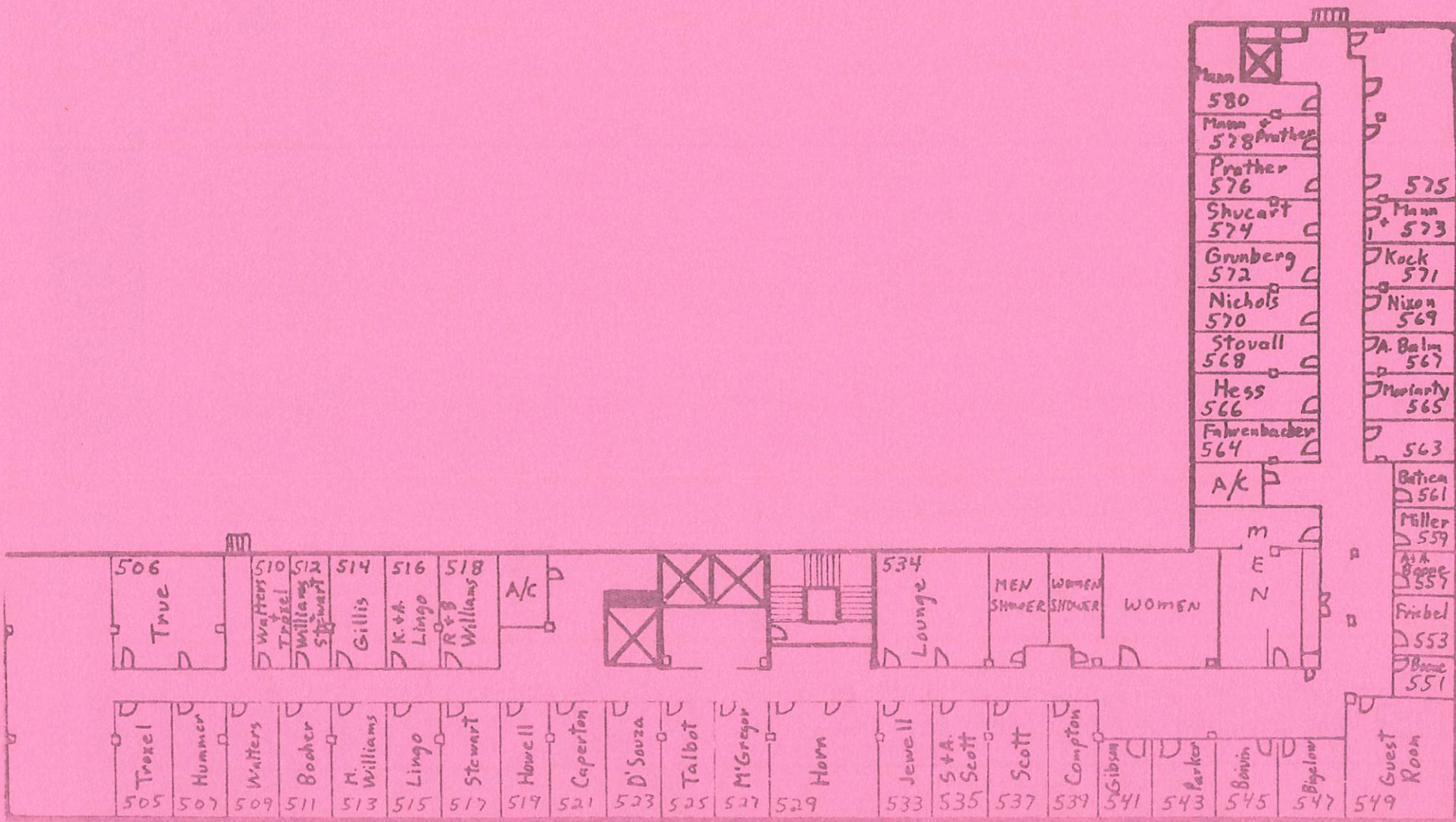
## #4 FOURTH FLOOR



# FLOOR PLANS

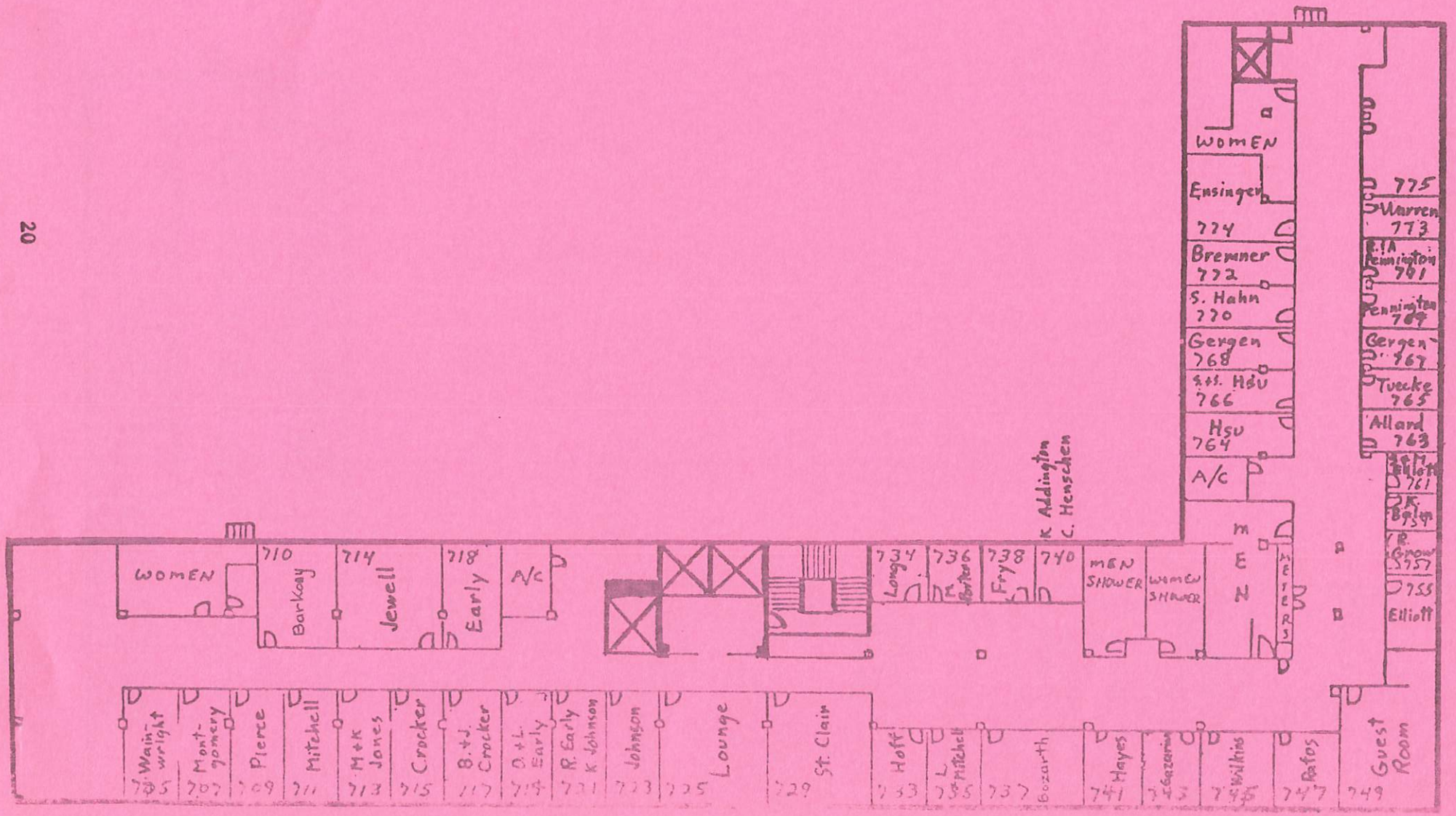
9/2/78

## #5 FIFTH FLOOR



#7 SEVENTH FLOOR

20

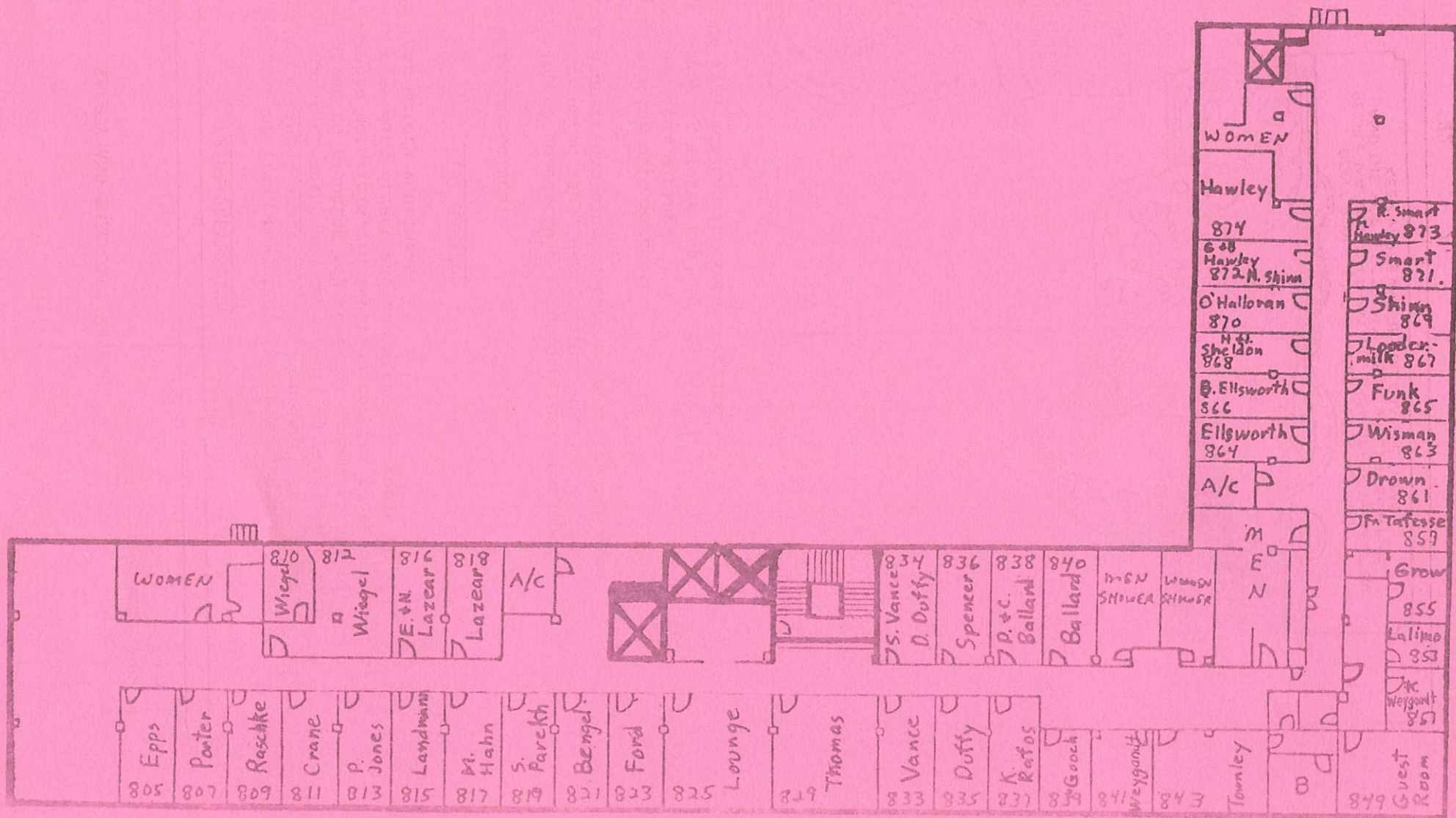


GLOBAL CENTRUM  
CHICAGO

# FLOOR PLANS

9/2/78

## #8 EIGHTH FLOOR



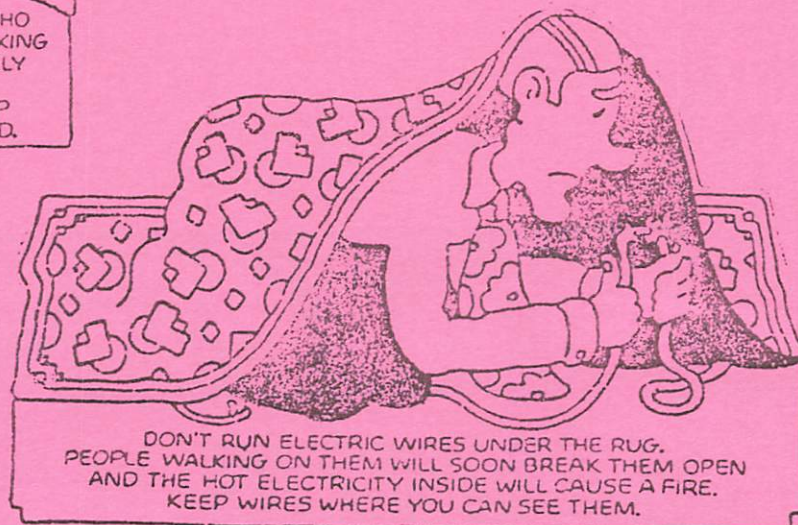
### FIRE PREVENTION

A fundamental premise of fire prevention is minimizing the likelihood of fire. Sound housekeeping practices are important! As a general operating principle regular cleaning schedules will be maintained with particular attention given to reducing and removing accumulations of litter and other flammable materials. In addition careful consideration will be given to providing direct and unobstructed access to all exits, fire escapes, and safety equipment.

### FIRE HAZARDS

Potential fire hazards include:

1. Accumulation of combustible materials, eg. newspapers, magazines, oily or paint-soaked rags, dust cloths, etc.
2. Electric heaters and candles that come in contact with flammable materials.
3. Children playing with matches.
4. Faulty electrical wiring.
5. Careless smoking habits and smoking in bed.
6. Uncleaned lint screens in clothes dryers.



### EVERYONE'S RESPONSIBILITY

Every person needs to be educated in the basic procedures for responding to emergency situations within the **building**. Evacuation procedures are posted in public areas along with police/fire/and medical resources and phone numbers. Periodic fire drills are exercised under the guidance of priors on the floors.

Members of the staff are assigned to a rotating schedule of security and watch. The watch is maintained 24 hours a day, 7 days a week. The security team is made up of the front desk receptionist, the rover, patrolling the building floors, the elevator operator, and the switchboard operator, on duty from 8 a.m. to 11 p.m. daily.

It is your responsibility to investigate immediately any sign of fire. This will enable controlling it quickly and easily.

### SECURITY TEAM INSTRUCTIONS

This assignment carries a dual responsibility for the safety of the building occupants and the area residents as well as the security of the property. The basic image of security is that of the vigilant shepherd of those entrusted to their care. General operating principles include:

1. Maintaining security and fire watch 24 hours per day, 7 days per week.
2. Personal safety takes precedence **over propriety**.
3. Remain at your assigned post until released by your replacement.
4. Use common sense in executing the assigned task.

### SECURITY RUBRICS

#### FRONT DESK RECEPTIONIST

The basic image is one of the host-receptionist. the task is to enable the image of an international training center by being gracious, and attentive, and by maintaining the cleanliness and decor of the entrance.

--Receive all guests, visitors, vendors, and strangers--

1. Obtain name.
2. Find out whom they represent.
3. Ask whom they wish to visit.
4. Inquire the nature of their business.

--Call for the person or send the rover to inform them--

--Direct visitors to the lounge until the escort arrives--



FRONT DESK RECEPTIONIST CONTINUED

--Take phone messages--

1. Rover delivers messages that are urgent.
2. Retain other messages for pick up.

--Knows the emergency notification procedures--

ELEVATOR OPERATOR

The basic image is one of the friendly conductor. The task is to operate the elevator in a manner which most enables moving people between floors. The operator must be at least 18 years old. The operator is in charge of the elevator and makes sure that all children of third grade age and under are accompanied by an adult. Fourth and fifth grade children can take the elevator to and from structures. It is important to know the emergency procedures.

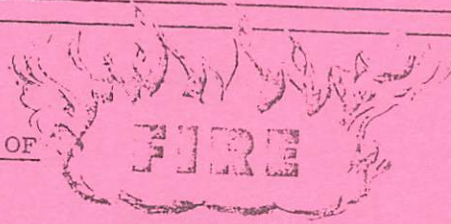
ROVER

The basic image is watchful shepherd. One person is assigned to rove throughout the building on prescribed security rounds. During each watch, the rover makes complete security rounds, checking doors, windows, with particular attention for indications of fire, or fire hazards. Everything is recorded on the security rover sheet. It is important to know the emergency procedures.

SWITCHBOARD OPERATOR

The basic image is one of a gracious coordinator. The task is to receive incoming calls and direct them to the appropriate terminals. All lines except the "Hello" line, are answered, "Good (morning, etc.) The Institute. May I help you?" Messages should be directed to the front desk. Know the emergency notification procedures.

IN CASE OF



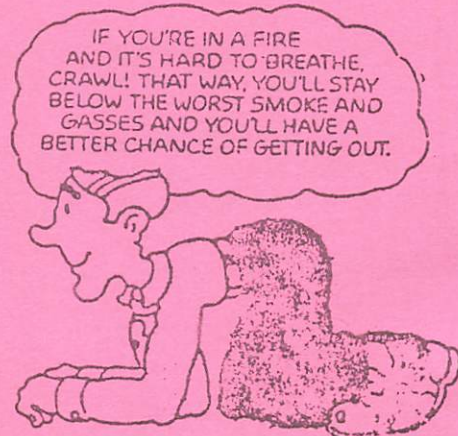
NOTIFICATION

1. DO NOT IMMEDIATELY CALL THE FIRE DEPARTMENT. Notify the front desk who will notify the priors and porperty.
2. If we can handle the fire, security team stands by until it is extinguished. See fire fighting procedures.
3. IF WE CAN NOT HANDLE THE FIRE, the FRONT DESK:
  - A. Calls the fire department, 911
  - B. Summons elevator to the first floor.  
(Note: Elevator is NOT for evacuation of individuals. It is to be used by the fire department ONLY.)
  - C. Sets off the building fire alarm.
  - D. Notifies switchboard to announce immediate evacuation by calling all floors and cutting in on all calls.

EVACUATION

Priors direct evacuation on their floors and make sure everyone is evacuated by checking all rooms.

1. On the floor where the fire is located, evacuate away from fire to the nearest available exits.
2. On floors 3 through 8, exit down the main stairwell. If blocked or smoked filled, use fire escapes located at each end to the floors.
3. On the first and second floors, follow EXIT signs to nearest exit.
4. Proceed to parking lot for specific accountability.



## FIRE FIGHTING

### THE SYSTEMS

#### FIRE HOSE AND STANDPIPE

The primary means of fire protection is an installed fire hose system with at least two 1½ inch unlined linen hoses on each floor. A combination storage tank and pump in the basement maintains pressure for this system. It will provide adequate water flow for the simultaneous use of two hoses. (See following charts for locations.)

#### PORTABLE EXTINGUISHERS

The secondary system consists of 51 fire extinguishers situated to meet the requirements of the city building codes, i.e., one extinguisher for every 4,000 square feet of floor space and within 75 feet of any occupied portion of the building, plus supplementary extinguishers for special protection requirements. The basic types in use are 26 ABC dry chemical extinguishers that can be used to fight any type of fire, 11 pressurized water extinguishers for fighting class A fires only, and 6 CO<sub>2</sub> extinguishers for classes B and C fires.

### FIRE CLASIFICATIONS

#### CLASS A

A class A fire consists of solid combustibles such as wood, paper, plastics, etc.

#### CLASS B

Class B fires are liquid flammables such as gas, oil, etc.

#### CLASS C

Class C fires are electrical.

### FIRE FIGHTING TEAMS

1. A minimum of 2 persons work as a team. One person removes the hose from the rack and extends it to full length.
2. While the first team member maintains a secure grip on the nozzle, the second person will SLOWLY open the water valve. Allow the hose to swell and thoroughly wet the canvas.
3. SLOWLY open the valve to full water pressure.

FIRE FIGHTING TEAMS CONTINUED

4. Get as close to the fire as possible, directing the stream from the nozzle at the edges of the fire, not in the center or over the top. Working from different angles, soak the areas ahead of the fire and work forward as the near portions are extinguished.

DO NOT USE WATER HOSES ON ELECTRICAL BREAKER PANELS.

5. Notify properity to clean and re-hang the hose.

EMERGENCY FIRST AID

IMMEDIATELY seek medical assistance. The greatest danger for a burn victum is going into shock. Keep person calm and as comfortable as possible. If the victum goes into shock lay them down and try to make as comfortable as possible. Wait for professional medical assistance.

