



October 10, 2016

Dear Residents,

In this packet you will find information regarding the emergency procedures for 111 E Chestnut Condominium Association. Included are instructions for what to do in case of a fire or building evacuation, along with evacuation routes and important phone numbers.

We strongly urge you to read and become familiar with this information as soon as possible. As we all know, in a time of an emergency we can become excited and confused. Becoming familiar with emergency procedures and evacuation routes will help ensure your safety and that of others. The integration of our hardwired common area smoke detectors and audio speakers and stairwell telephones offer additional protection and assistance to everyone if an emergency situation were to arise. Please keep this information in a convenient spot in your unit so that you may easily find it in the event of an emergency.

As a reminder, if you or another resident in your unit requires assistance in the event of an emergency or needed evacuation, please complete the attached “**Persons Requiring Assistance Form**” and return to the Management Office. This information is added to a list which is kept in the Management Office and at the front desk for the Fire Department and/or Police Department use.

Sincerely,

*Sara H. Rudnik*

Sara H. Rudnik, CMCA, AMS  
Property Manager



# GENERAL EMERGENCY PLAN

Updated October 4, 2016

# *Evacuation*

The need for general evacuation of a high-rise building is **remote** and in most instances is not needed. However, if evacuation is necessary the Fire or Police Department will inform you of the situation either via the building voice communication system that has speakers throughout the common areas of the building or by coming to your individual unit.

In the event the fire department or police department decide to evacuate your floor(s) or the building, the fire and/or the police department will instruct you to do so.

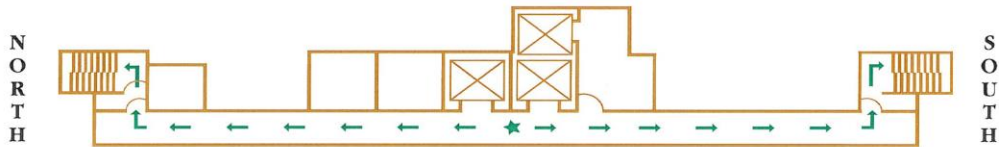
## ***During an evacuation remember:***

- Remain Calm
- Follow directions given by the authorities
- **DO NOT** use the elevators, rather exit via the **North** stairwell or if instructed by authorities, the south stairwell. The elevators are automatically recalled to the first floor and will not operate.
- Telephones are located on every 5th floor within the stairwell (Floors 5,10,15,20,25,30,35,40,45,50 and 55) If you need assistance, you can use this telephone to reach emergency personnel that are stationed in the lobby.
- If assistance is needed and your name is on the “**Persons Requiring Assistance List**”, remain in your unit until emergency personnel can assist you.
- Prior to exiting your unit, check the exit door for heat before opening. If the door is hot, seek an alternate route; place a wet towel at the bottom of the door, which will help stop any smoke from entering your unit.
- **Close all doors behind you**
- There will be a lot of noise and commotion in the outer hallway and stairwells. We suggest you not use your cell phone until out of the building.

# High Rise Floors (34<sup>th</sup> – 57<sup>th</sup>) Evacuation Plan

## 111 East Chestnut

### Evacuation Route

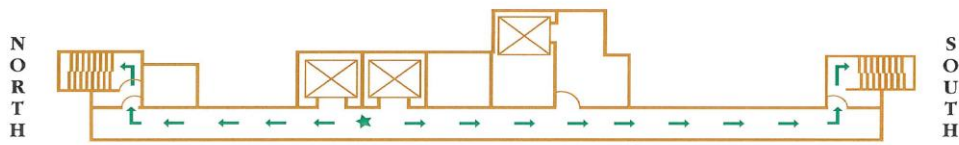


LEGEND	
 In case of fire do not use elevator use stairwell	<ul style="list-style-type: none"><li> You Are Here</li><li> Evacuation Route</li><li> Stairwell</li><li> Elevator</li></ul>

# Low Rise Floors (9<sup>th</sup> – 34<sup>th</sup>) Evacuation Plan

## 111 East Chestnut

### Evacuation Route



LEGEND	
 In case of fire do not use elevator use stairwell	<ul style="list-style-type: none"><li> You Are Here</li><li> Evacuation Route</li><li> Stairwell</li><li> Elevator</li></ul>

# **Fire**

Please remember if fire or smoke are not in your unit, remain in the unit unless otherwise instructed by authorities, **YOUR UNIT IS THE SAFEST PLACE DURING A FIRE.**

## ***In case of a fire:***

- **Call 9-1-1**  
Identify:
  - Your name
  - Nature of emergency
  - Address of the building and unit number
- Call Doorman at (312) 649-0316 or (312) 944-7789  
(If you smell smoke, call the Door Station even if a fire is not immediately evident.)  
Identify:
  - Your name
  - Your unit number
  - Nature of emergency
- If the fire is in your unit, use your personal fire extinguisher to extinguish the fire; however in the event the fire cannot be extinguished, evacuate the area and follow the EVACUATION procedures. If the fire is controlled, notify the Door Staff and monitor the area until emergency personnel arrive.
- **If the fire is not in your unit, stay in your unit** and place a **wet towel** at the base of your door to block smoke from entering the unit.
- Emergency personnel will instruct you where to go in the event an evacuation is necessary. Please be alert and listen for any communication from emergency personnel via the voice communication system on the hallway and common area speakers.
- If instructed to evacuate use the **North** stairwell (near the A unit) to evacuate if told to do so by the authorities. If the North stairwell is blocked proceed to the South end (near the K unit).

# **Medical Emergency**

The Door Staff will provide direction to the first responding emergency personnel. The doorman will have an elevator ready for the Fire or Police Officer.

- **Call 9-1-1**  
Identify:
  - Your name
  - Nature of emergency
  - Address of the building
  - The unit number where you are located

- Call Doorman at (312) 649-0316 or (312) 944-7789

Identify:

Your name

Your unit number

Nature of emergency

## **Suspicious Persons**

Even though the building is provided with 24-hour doorman personnel, it is still possible for unauthorized persons to gain access to the building.

- During regular business hours: Call Management Office at (312) 649-9600 to report suspicious or disorderly persons
- When the office is closed: Call the Door Station at (312) 649-0316 or (312) 944-7789 to report suspicious or disorderly persons

## **Crime**

The Door Staff will provide direction to the Police upon arrival when a crime has occurred on the property.

If you witness or are aware of a crime or criminal act:

- Call 9-1-1 (If warranted)

Identify:

Your name

Nature of emergency

Address of the building

The unit number that you are located in

- Call Door Staff at (312) 649-0316 or (312) 944-7789 to report a crime or criminal act

## **Entire Building Electric Outages**

- Residents should stay in their apartments unless there is an immediate danger in the unit.
- Please be aware that the lobby voice communication system is on battery back-up and may be used to announce updates to Residents as emergency personnel work to restore the building's electrical service.
- Locate personal flashlights
- Do NOT use candles
- Do not call the front desk, as it will tie up the telephone lines.
- Have bottled water available. Building water pumps will not function without power.

## **Flood or Water Damage**

If you see any signs of flooding or water damage, report these findings as soon as possible.

- During regular business hours: Call Management Office at (312) 649-9600 to report any signs of flooding or water damage
- When the office is closed: Call the Door Station at (312) 649-0316 or (312) 944-7789 to report any signs of flooding or water damage



## **Persons Requiring Assistance Form**

If in the event of an emergency or building evacuation you require assistance, please complete the information below and return to the Management Office. This information will be made part of the documents kept at the Doorman Station for the Fire Department and/or Police Department use in the event of a building evacuation. If your name is not on the list emergency personnel will not know to come to your unit.

*First Name:* \_\_\_\_\_

*Last Name:* \_\_\_\_\_

*Unit Number:* \_\_\_\_\_

*Describe reason for assistance:*

\_\_\_\_\_

\_\_\_\_\_

*Home Phone:* \_\_\_\_\_

*Cell Phone:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_