

ONE EAST SCOTT Condominium Association

Fire Safety, Evacuation and Security

Fire Safety:

The Chicago Fire Department has developed the following guidelines for all residential high-rise tenants if a fire emergency should arise.

Since high-rise buildings are of fire-resistant construction and possess reliable enclosed stairways, fires are generally confined to individual apartment furnishings or possibly to the contents of one floor. For these reasons, it is important to understand that a fire in a residential high-rise building is no cause for panic. The Fire Department responds to all residential high rise-building alarms with a heavy complement of equipment and firefighters, experienced in rescue and fire control operations. Upon arriving, this force will promptly effect necessary rescues, confine and control the fire, and ventilate the smoke from the building.

It must be realized that if a fire occurs in your apartment or a neighboring apartment, it will most likely be necessary for you to seek safe refuge as soon as possible; therefore, it is extremely important that you become well acquainted with the stairways provided in your building and the procedures to follow in case of fire.

***Remember to install one or more smoke detectors in your unit, periodically test the batteries and replace the battery at least once a year.**

Fire or Smoke Near Your Apartment

- Call the Fire Department immediately. State the address (do not use vanity addresses), the floor, the unit number, and what you have seen. Don't assume that someone else has already called.
- Before you attempt to leave your apartment, feel the door with the back of your hand. If the door feels warm to the touch within five seconds, **DO NOT OPEN IT**. This indicates the presence of a dangerous fire condition in the corridor.
- If the door is not warm to the touch, carefully open it a few inches to check for the possible presence of smoke in the corridor.
- If you determine that the corridor can be used, alert occupants of the other apartments on your floor and proceed to the closest exit stairway. Close, but do not lock, your apartment door. Close the stairway door behind you. **DO NOT ATTEMPT TO USE THE ELEVATORS!**
- If your apartment door is warm or if there is heavy smoke in the corridor, keep the door closed. Use a wet towel to seal the cracks around the door and any other place where smoke appears to be entering.
- If smoke enters your apartment, open a window slightly. In apartments having windows that cannot be opened, remain close to the floor. However, the possibility exists that fire from the outside may spread to your apartment through the window. If this condition occurs, close your windows and attempt to remove any combustibles at once, i.e. drapes, shades, etc.

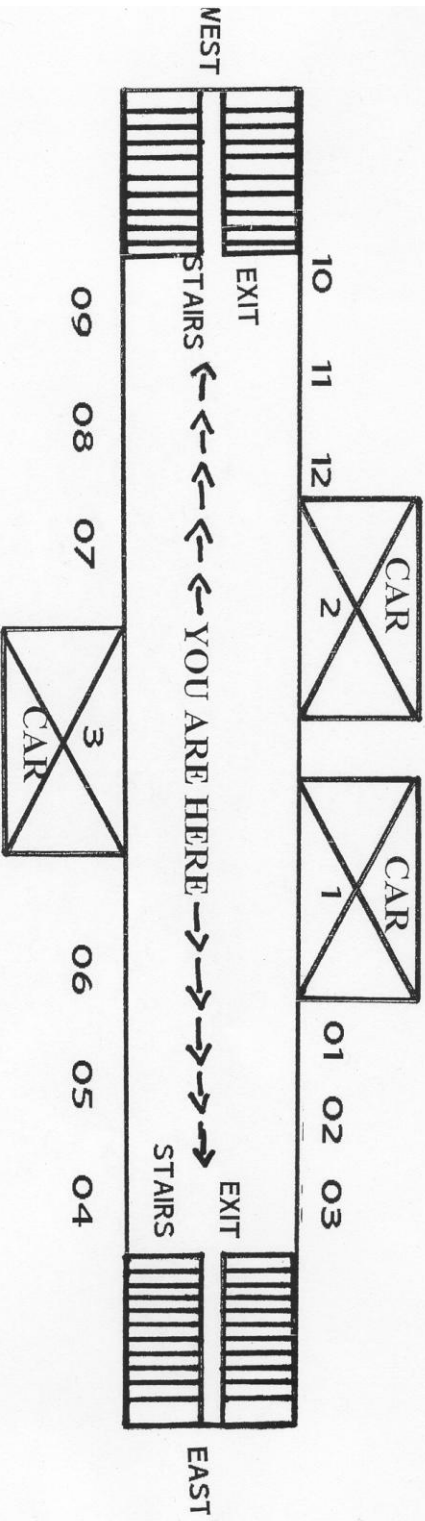
Know your Building

Each occupant should be familiar with the location of all exit stairways on his/her floor. In addition, occupants should plan in advance what to do if the closest exit stairway cannot be used during a fire emergency.

Following the above steps together with careful pre-fire planning will greatly increase your chances of surviving a fire in your building. Since no two fires are alike, plan carefully and learn your building layout so that you can change your exit plan as conditions warrant.

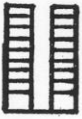
NORTH

ONE EAST SCOTT EVACUATION PLAN



IN CASE OF FIRE
DO NOT USE ELEVATOR
USE STAIRWELL

→ → → EVACUATION ROUTE



STAIRWAY

ELEVATOR



SOUTH

Evacuation:

In the event that you are notified to evacuate the building, use the stairwells shown in the enclosed drawing. It would be prudent to keep the following on a shelf in a front closet so these items can be located quickly and taken with you:

- Flashlight with fresh batteries.
- Portable FM radio with fresh batteries.
- Wash cloth that can be moistened to put over your face if there is dust or smoke in the stairwell.
- Appropriate clothes for the season.

KNOCK ON APARTMENT DOORS ON YOUR FLOOR TO NOTIFY OTHER RESIDENTS IF YOU BELIEVE THEY MAY NOT HAVE HEARD THE EVACUATION NOTIFICATION.

When using the stairwells, slower moving residents should keep to the right to allow others to pass on the left. Try not to block the stairwell, although it may be necessary when helping elderly or those with medical conditions.

Familiarize yourself with the location of the emergency exits from your floor. The direct emergency exits are through the stairwells at the east and west side of the building. Remember, an evacuation means, leaving the building, do not plan on staying in the lobby. Upon exiting the stairwell, move away from the building, stay out of the Fire Department's way. It may take hours before the Fire or Police Department give permission to re-enter the building.

The Mayor has approved an ordinance for evacuation plans for hi-rise buildings. We are seeking volunteers to act as evacuation assistance team members. If you can serve the building, please fill out "Attachment A" and return it to the Management Office. In conjunction with evacuation planning, we are updating our files on those who may need evacuation assistance. If you may need assistance, please fill out "Attachment B" and return it to the office.

Security:

YOU can help increase the security of the building with the following:

- Inform any contractors and guests that the garage will no longer accept panel vans or other vehicles with tinted windows and panels where the interior cannot be readily seen.
- Inform your guests and delivery persons of the policy that: Unattended vehicles cannot park in the front driveway.
- When entering or exiting any security door, **DO NOT** hold the door open to strangers.
- Complete a Permission to Enter Form with the doorman or the Management Office for any guests/contractors you have visiting your unit.

Attachment A

One East Scott Condominium Association

Request for Fire Wardens/Evacuation Assistance Volunteers

Volunteers:

We are seeking volunteers to become Fire Wardens or members of Emergency Evacuation Teams.

Duties to include:

1. Knowing the locations of all exits leading from occupied areas and is willing to train with other Assistance Volunteers.
2. Direct emergency evacuations and drills from their assigned floors.
3. Lead emergency evacuations from occupied areas, and cooperate with the Chicago Fire Department and/or Chicago Police Department.

The positions would require periodic training and helping in an emergency evacuation. During an emergency evacuation, volunteers of the Evacuation Team will knock on doors to notify residents and see that they get to the stairwells. Teams will also assist residents during an evacuation, ensuring they are using the correct routes and that they gather in designated areas.

Please complete the form below and return it to the management office if you wish to volunteer.

Fire Warden or Member of Emergency Evacuation Team Name _____

NAME _____

UNIT # _____

HOME/WORK PHONE # _____

COMMENTS (IF ANY) _____

SIGNATURE _____

Attachment B

One East Scott Condominium Association

Information for Those Needing Evacuation Assistance

Resident information:

If you or anyone in your apartment has an ambulatory restriction of any other condition or disability that could impede the ability to swiftly exit the building using the stairs in the event of an emergency, please fill out the form below and return it to the Management Office. If your condition changes at any time, notify the office. Please print.

Unit #		Home Phone:	
Name		Office Phone:	
Please check reasons that assistance may be necessary	<input type="checkbox"/> Elderly, will need assistance.	<input type="checkbox"/> Medical condition will need assistance.	
	<input type="checkbox"/> Elderly, will need to be carried or taken to a place of refuge	<input type="checkbox"/> Medical condition will need to be carried or taken to a place of refuge	
Additional comments, if any:			
Name (if second person living in unit)			
Please check reasons that assistance may be necessary	<input type="checkbox"/> Elderly will need assistance.	<input type="checkbox"/> Medical condition will need assistance.	
	<input type="checkbox"/> Elderly, will need to be carried or taken to a place of refuge	<input type="checkbox"/> Medical condition will need to be carried or taken to a place of refuge	
Additional comments, if any:			

Emergency Form

Date _____

Unit # _____

Resident Name (s)	Home Phone #	Work Phone #

Emergency Contacts

Name	
Relationship	
Home Phone	
Work Phone	
Address	

Name	
Relationship	
Home Phone	
Work Phone	
Address	

In an effort to update the office records, please complete the above information and return to the management office.

This information will be kept **strictly confidential**.

Thank you for your cooperation