

# 3410 Lake Shore Drive Condominium Association

## EMERGENCY QUICK REFERENCE

**1<sup>st</sup> Call 911    2nd Call (773) 477-0006**

### **Building Evacuation Off-Site Gathering Place:**

Driveway between 3410 N. Lake Shore Drive and 3430 N. Lake Shore Dr.

Follow the instructions of first responders.

### **WHAT TO DO...**

#### **Fire in the Building** - Call 911-

- Leave the building using the nearest exit
- If there is smoke stay low to the floor.
- Immediately after exiting the garage notify the front desk.

#### **Medical Emergency** - Call 911. Do not attempt to move the injured person.

- Call Doorman (773) 477-0006 to tell them help is on the way.
- Building personnel will assist in expediting arrival of medical personnel.

#### **Bomb Threat**

- Listen and take notes if possible. At end of call ask where bomb has been Placed.
- DO NOT HANG UP at the end of the call. This will facilitate tracking the call.
- Call 911 and Doorman (773)477-0006 on another line or go to the Doorman's station (1<sup>st</sup> floor).
- Call the Management Office (773)477-0006.

#### **Crime**

- If the crime is in progress do not confront criminal or block escape.
- Look carefully and prepare to give a complete description of perpetrators.
- Call 911 and Doorman (773)477-0006 as soon as possible. Do not disturb anything.
- Be available to police when they arrive on the scene.
- Call the Management Office at (773)477-0006.

#### **Pipes Flooding**

- Call Doorman (773)477-0006 with description and location of flooding.
- If it is safe, move cars and other items out of the path of the broken pipe/water

#### **Severe Weather**

- Stay away from the windows.
- The basement level of the garage is the best place for shelter.

#### **Electrical Outage**

- Call the Management or the Doorman at (773)477-0006

#### **Resident Concerns**

- Call the Management Office (773)477-0006