

*3410 LAKESHORE DRIVE CONDOMINIUM ASSOCIATION
Emergency Evacuation Procedure Manual*

EMERGENCY PROCEDURES

(Updated: October 6, 2015)

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1) PURPOSE

- a. To protect human health and life in case of a fire emergency by providing a plan for safe, systematic, and orderly evacuation of this facility in the event of fire or other emergency.
- b. To comply with laws which require that this plan include:
 - i. Emergency escape procedures and emergency escape route assignments
 - ii. Procedures to be followed by employees who remain to operate critical equipment before they evacuate
 - iii. Areas of assembly and head count procedures
 - iv. Rescue and medical treatment duties
 - v. Preferred means of reporting emergencies
- c. To facilitate orderly evacuation from an affected fire area upon instruction from either the Building Management or Chicago Fire Department personnel.

2) SCOPE

- a. This plan applies to all residents, employees, and contractors of the 3410 Lakeshore Drive Condominium Association

3) EMERGENCY TELEPHONE NUMBERS

Fire Department Emergency 9-1-1
Police Department Emergency 9-1-1
Medical Emergency 9-1-1
Building Management Office 773-477-0006
Security Desk 773-477-0006

4) BUILDING LIFE SAFETY FEATURES

ELEVATOR COMMUNICATIONS

The elevators are equipped with an emergency phone. The button labeled PUSH TO CALL establishes voice communication with a 24 hour service answering company.

ELEVATOR RECALL

The building is equipped with automatic elevator recall controls. Smoke detectors located in the elevator landings automatically recall the cabs to the first floor if smoke is detected. Elevator control and accessibility is thus removed from residents and given to firefighters.

EMERGENCY LIGHTING

The hallway and stairwell landings on each floor are equipped with emergency lighting.

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EVACUATION ROUTE MAPS

Schematics that identify means of egress, exit doors, are posted on each floor next to the passenger elevator.

FIRE ALARM

This building does not have an audible alarm. In an emergency requiring evacuation, all notifications must be made orally.

FIRE HOSES AND FIRE EXTINGUISHERS

The stairwell landing on each floor is equipped with a fire extinguisher and fire hose.

FIRE PUMP EQUIPMENT

The building is equipped with fire pump equipment located in the boiler room in the basement.

PULL STATIONS

Each floor is equipped with a pull station located in between the stairwell doors. When pulled, a notification is sent to the fire panel and an alarm is triggered in the lobby only. An alarm does NOT sound throughout the building.

SMOKE DETECTORS

Each floor is equipped with smoke detectors which are connected to the fire panel and automatic elevator controls. Each floor is also equipped with battery operated smoke detectors. Each residential unit is equipped with and required to maintain smoke detectors.

SPRINKLER SYSTEM

The garage is equipped with a sprinkler system.

STAIRWELLS

The building has 2 scissor-type stairwells. The stairwell doors are fire rated. Their purpose is to prevent fire/smoke from entering the stairwell.

VOICE COMMUNICATION SYSTEM

The building is NOT equipped with a voice communication system. Per the City of Chicago Fire and Life Safety Ordinance, a voice communication system is planned to be installed by 2015.

ALARMS

This building does not have an audible alarm. In an emergency requiring evacuation, all notifications must be made orally.

5) EVACUATION

- a. Residents should know what type of evacuation is necessary and what their role is in carrying out the plan.
- b. Residents shall use escape routes to safely exit the emergency area.
- c. Residents are required to evacuate the building immediately when notified by walking to the nearest exit. Once outside the facility residents are required to assemble at an area designated in this plan and await further instructions.

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6) ASSEMBLY POINTS

- a. The designation of refuge or safe assembly points for evacuation is the driveway between 3410 and 3440 buildings.

TOWER 3410	EXIT EGRESS	TOWER 3420	EXIT EGRESS
Unit A	Stairwell A	Unit H	Stairwell C
Unit B	Stairwell A	Unit I	Stairwell C
Unit C	Stairwell A	Unit J	Stairwell C
Unit D	Stairwell B	Unit K	Stairwell D
Unit E	Stairwell B	Unit L	Stairwell D
Unit F	Stairwell B	Unit M	Stairwell D
Unit G	Stairwell B	Unit N	Stairwell D
		Unit O	Stairwell D

7) SPECIAL ASSISTANCE

- a. A list of residents who voluntarily identified the need for special assistance will be kept in the Building Management Office (see attached form). If you need special assistance, please send in your completed form as soon as possible.

8) RESCUE AND MEDICAL DUTIES

- a. There will be no rescue or medical first aid duties performed by 3410 Lakeshore Drive Condominium Association management personnel or other employees.

b) Trained personnel best handle medical emergencies. In all medical situations, try to keep the person requiring medical attention calm. Instruct non-trained personnel to clear the area.

In the event of a serious or life threatening medical emergency:

Call the paramedics by dialing 911.

Give exact location (building, floor, and unit number).

Notify security personnel at (773) 477-0006. They will assist paramedics upon their arrival to the property and file a report.

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9) TRAINING

- a. Employees shall be trained in the complete building layout and the various alternative escape routes in the workplace.
- b. Employees shall also receive training in the use of fire extinguishers.

10) HOUSEKEEPING

- a. The accumulation of flammable and combustible materials must be controlled so that the potential for a fast developing fire, rapid spread of toxic smoke, or an explosion is minimized. Residents should be aware of the hazardous properties of materials in their homes, and the degree of hazard each poses.

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Evacuation Procedures

If possible, employees will direct the evacuation process in accordance with the established evacuation plan.

1. **Do not evacuate until the order is given unless a fire is in your immediate area.**
2. Emergency Response Teams will verify the instructions and begin directing residents and personnel to the nearest exit. The Emergency Response team will be responsible for instruction on the proper way of evacuation, such as exiting in single file and staying to the right in the stairwell.
3. **Do not use elevators.**
4. Do not prop open stairwell doors!
5. Emergency Response Teams will comb the floors closing doors and verifying that all occupants have left. Be sure to check all common areas.
6. Emergency Response Teams will report to the emergency coordinators as they exit the building that their area is clear.
7. Emergency Response Teams will assist in moving residents and personnel away from the building and the dangers of falling glass. Move to predetermined assembly areas and verify all personnel are accounted for.
8. Await further instructions.

Summary of Fire Drill Procedures

1. Make sure everyone in your area or floor is alerted.
2. Know your primary and secondary exit doors.
3. Check your area to be sure everyone has evacuated. Do not endanger your own life while checking.
4. Listen carefully for instructions given by Emergency Coordinators.
5. Make sure everyone is in single file and stays to the right.
6. Do not attempt to put out the fire.
7. **Remember...the role you play in an actual emergency will be instrumental in saving and protecting lives.**

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CONFIDENTIAL SPECIAL ASSISTANCE FORM

Unit Number _____

Name of Resident needing special assistance _____

Type of Assistance Required _____

Check Special Equipment Needed - Check One:

Wheelchair

Walker/Cane

Oxygen

Other _____

Other Adults on-site who can assist:

Notes (limited, work hours, etc.)

Emergency Contacts:

1) _____
Name

Home phone

Work phone

Cell phone

2) _____
Name

Home phone

Work phone

Cell phone

Signature _____

Date _____