

## EMERGENCY PROCEDURES

These instructions are part of the Emergency Plan for ELIOT HOUSE. The instructions are for your safety so please review them in detail now and keep them in a convenient location for review during real emergencies. Should you need additional assistance in the event of an emergency please call the office at **312-440-3654** to be put on our list of residents with special needs. These instructions should be followed in the same manner for emergencies both during and after office hours.

1. For your protection, ELIOT HOUSE is designed with many safety features, these include:

- Smoke detectors in all hallways.
- Sprinkler system in the garage.
- Fire extinguishers in all stairwells and in each garbage room.
- Fire resistive floors and walls.
- Fire resistive stairwells.
- Emergency power for hallway and stairwell lighting.

Fire resistive floors help to limit fire from spreading from floor to floor. Fire resistive walls between the corridor and the apartment also help to limit fire from spreading on any floor. Stairwell signs designate the exits on each floor. Please become familiar with the number of doors between your unit and the stairwell.

Each unit should have smoke detector. Please check yours regularly to insure that they are properly functioning. Once a month, the maintenance staff tests the smoke alarms in the hallways and replaces batteries if necessary.

Upon receipt of a fire alarm, the Doorman or Management Office immediately assigns the Building Engineer to investigate the cause of the alarm, as well as notifies the Chicago Fire Department.

ELIOT HOUSE has an emergency team to assist residents during emergencies. The Maintenance Department, Doormen and Building Management have specific duties during an emergency and will be on hand to assist both residents and emergency personnel.

The following are the safest procedures for residents during various emergencies. Adherence to these procedures will assure proper response during emergencies.

2. Electrical Outages

If an electrical outage should occur:

- Stay in your unit and await instructions from management.
- Locate personal flashlights.
- Do not light candles, as it is a fire hazard.
- Do not dial the front desk, as it will tie up the telephone lines.

During an electrical outage, the safest place is inside your unit where you will not disturb those responding to the emergency.

### 3. Evacuations

The potential need for general evacuation of a high-rise building is remote. However, if necessary either management or emergency personnel will direct you to use stairwells or elevators.

If you are on the elevator, you should push the red emergency button.

### 4. Fire Emergencies

The following are the procedures to follow:

- a. Call the Fire Department at 911 and report the following information:  
ELIOT HOUSE  
1255 N. SANDBURG TERRACE  
YOUR NAME  
YOUR FLOOR  
YOUR UNIT NUMBER
- b. Stay inside your unit where it is safest and serves as an area of refuge.
- c. The Fire Department recommends that every resident keep a flashlight, whistle and a 2” roll of duct tape in an easily accessible kit in case of an emergency. The duct tape should be used across the sides and top of the door and a wet towel placed along the floor to prevent the smoke from seeping into your unit.
- d. Keep keys near you at all times.
- e. Follow instructions given by emergency personnel or building staff.
- f. Do NOT break or jump from the windows. Both are likely to decrease rather than increase your safety.
- g. Exit using the stairwells, not the elevators, if instructed by Emergency Personnel. Stay calm, stay to the right side, and do not bring any foods or liquids with you.
- h. Do NOT call the front desk unless the fire is in your unit and you need assistance. Otherwise, this will tie up the telephone lines.

## 5. Fire in a Resident's Apartment

If a fire occurs in your unit and you are not able to smother the fire or extinguish it with a private fire extinguisher, call 911 and give the Fire Department the following information:

ELIOT HOUSE  
1255 N. SANDBURG TERRACE  
YOUR NAME  
YOUR FLOOR  
YOUR UNIT NUMBER

Take your key and close your unit door. **DO NOT LOCK THE DOOR.** Proceed immediately to the stairwell. **DO NOT USE THE ELEVATOR.**

**DO NOT STOP TO COLLECT PRECIOUS BELONGINGS, EVACUATE IMMEDIATELY, VIA STAIRWELL.**

**DO NOT RETURN TO YOUR UNIT UNTIL INSTRUCTED TO DO SO BY EMERGENCY PERSONNEL.**

## 6. Other Fires

If you smell smoke, stay in your unit for further instructions. Keep your keys nearby at all times. You will want to take your key with you during emergencies so that you can return to your unit if necessary.

If you see heavy smoke in the corridor of the building, return to your unit, call 911 and report the fire as described previously. Wait in your unit for instructions from emergency personnel or management staff. If smoke begins to infiltrate your door, you should place wet towels around the cracks to keep out the smoke.

If instructed to evacuate the floor, crawl on hands and knees below the smoke to the exit and go down to a lower floor, as instructed. If smoke is in the stairwell, crawl to a different stairwell and go down to a lower floor. Once on the lower floor, stay in the corridor for further instructions. The building is designed for residents to stay on non-involved floors rather than evacuate. Most often full building evacuation is impractical.

If you are instructed to evacuate the building, you should first feel the door to make sure that the corridor is not involved in the fire. If the door is not hot, evacuate using the stairwell. If the corridor is smoke filled, return to your unit and hold. If smoke starts to seep in around the door or from the bottom, place wet towels around the cracks to block it out. Then call the Fire Department at 911 and the front desk Doorman at 312-440-3679 and let them know that you are holding in your unit.

If you are instructed by the fire department or Management to fully evacuate the building, proceed to the west mall. ELIOT HOUSE Management and the Chicago Fire Department will update you at the location regarding the extent of the fire and when you can expect to return to the building.