

3750 North Lake Shore Drive EMERGENCY GUIDELINES

Emergencies, particularly fires, are difficult to prepare for. No two are alike. This does not mean that you can't have a plan of action in place in case of such an emergency. It means that you have to learn what to do, and how to make intelligent decisions that may affect your life and the lives of your loved ones. Every emergency situation is different. As a matter of fact, during **fire** emergencies the National Fire Protection Association (NFPA) traditionally advises a "Defend in Place" approach for high rise emergencies. *"The 'Defend in Place' concept recommends evacuating only those floors immediately at risk from fire, urging other occupants to stay where they are..."* The Chicago Fire Department has come up with the acronym **CALM** which stands for:

Call 911 first

Alert Building Management/Door Staff and other tenants

Listen for directions from fire officials

Move to safety or evacuate, only if you are in immediate danger

The guidelines below can help you make the correct decision should you be faced with an emergency fire situation.

SMOKE OR FIRE IN YOUR APARTMENT

- **Call 911** from your apartment if conditions allow. Give the dispatcher your street address, 3750 N. Lake Shore Drive, floor, apartment number, and if possible a brief description of the problem.
- **Leave the apartment.** Close the door, leaving it unlocked.
- **Alert residents of adjacent apartments, if possible.** **Call 911** from their apartment if not already done and **call Lake Shore Door x331** and/or **Management 773-248-3750** to activate building staff response.
- Proceed to the exit stairwell and **descend as directed by either OEMC personnel or Life Safety System announcements.**
- Consider using the **Fire Escape** if you are unable to reach the exit stair.

SMOKE IN THE HALLWAY

- **Call 911** from your apartment. Give the dispatcher your street address, floor, apartment number, and if possible a brief description of the problem.
- **Call Lake Shore Door x331** and/or **Management 773-248-3750** to activate building staff response.
- **Feel the door for heat** with the back of your hand. Do not open the door if heat is detected.
- If the door is cool, brace your shoulder against the door and **open it slightly** to check for conditions in the hall.
- If in your opinion the hallway is tenable, **proceed to the exit stairwell**, alerting neighboring residents as you go. **Descend as directed by the Life Safety system or to a level you feel is below the problem.** Await further instructions.

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HEAVY SMOKE OR FLAMES IN THE HALLWAY

- **Close the door**
- **Call 911** to notify the Fire Department of your situation. Give the dispatcher your floor and apartment number, and report the conditions you observed. Remain on the phone if possible.
- **Seal the doorway** cracks with wet towels.
- **Open a window slightly** if smoke is not present outside the window, while removing flammable room furnishings, drapes, etc. from the window area.
- Consider using the **Fire Escape** if the apartment becomes untenable.

TOTAL BUILDING EVACUATION

Normal evacuation procedures in a high rise building are usually referred to as a partial evacuation, where building occupants descend a directed number of floors and enter the elevator lobby at that level. Under unusual circumstances, a total building evacuation may be required. This will most likely be initiated by emergency personnel.

Residents will be notified via the Life Safety System to proceed to stairwells and descend to the lobby level. From there they will proceed to 3800 Lake Shore Drive assembly area. Those who are unable to descend to the lobby will **Call 911** to make emergency responders aware of their situation.

