

**IMPORTANT**  
**LIFE SAFETY INFORMATION**  
~ Please Read ~

**James/Kilmer Resident**  
**Emergency Procedures**

Contents

Be Prepared for Safety

Evacuation

Smoke - Fire

Medical Emergency

Elevator Emergency

Severe Weather

Personal Security and Police Matters

Building Floor plan with Evacuation Route

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# Be Prepared for Safety

There are several things you can do to insure your own personal safety in a high-rise living environment. Take a few steps now to save lives later.

- **Read this document** at least once. Discuss with all and family members.
- **Know where your emergency exits are** and what they look like inside the stairwells. Be familiar with the layout. Some people even practice a drill where they count the steps to the exit door in case of heavy smoke or darkness, so they can find their way when the emergency actually happens. You can also count doors, as you maybe obliged to crawl on your knees to exit.
- **Fire hoses and Fire Extinguishers are located in the stairways at James House.**
- **Notify the Management office NOW if you require any kind of special assistance or have any questions about these instructions. This information is vital to emergency personnel.**

## **By Law you must have:**

- Smoke detectors in your unit – 1 per bedroom
- Functioning automatic door closers on unit door to corridor

## **In addition each unit should have an emergency kit:**

Put these items near the front door or phone so you are ready in any emergency. Make sure you check your batteries twice a year and know how to use any special equipment.

- Fire extinguisher
- Flashlight
- 2" Duck Tape (tape off air vents/gaps in doors in case of fire)
- Whistle (to alert someone of your location)
- Battery operated radio
- Copy of emergency phone numbers and contacts

Make sure you have at least one phone that is NOT dependent on electricity to function. (Regular phone that does not plug in to power)

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# Evacuation

It is unlikely that we will ever need to evacuate the entire building but please familiarize yourself with these procedures so that you will be prepared in the event that we do.

**Command Center** - In the event of an emergency, the command center for building and emergency personnel will be located in the main lobby of the James and Kilmer buildings at the Doormen's station.

**The decision to evacuate** is made by Fire or Police Department Officials (or other public safety officer or building supervisor according to a prescribed chain of command). Follow all instructions given by these personnel when on site.

**Announcements** - James/Kilmer installed a 2-way Emergency Communication system in February 2008. Speakers are placed in every public corridor and every 5<sup>th</sup> floor in the stairwells, there is a Firemen's Phone to make contact with the control center in both lobbies. This system will allow the Emergency Personnel to give instructions to occupants during a fire. Only Emergency Personnel are allowed to use this system.

**Assembly and Relocation Area** - In the event of a total building evacuation, all residents are to go to Lincoln Park at the North East corner of North and Clark. It is important that we can account for all residents so please do not leave the area until instructed otherwise.

**Elevators are NOT to be used by residents during an evacuation.**

The **primary exit routes** for all units are the **stairwells**. There are two stairwells on each floor. One is located on the North End of the corridor and the other on the South End. There are illuminated exit signs indicating the stairwell exits. If the closest stairwell is blocked, go immediately to the other stairwell.

Please take time to **familiarize yourself with your safety route**. Know it now so that you are not learning it under stressful conditions.

**Residents needing special assistance** will be evacuated by emergency personnel. Stay in your unit until contacted.

**In the event of an emergency**, elevators will be called back to the ground floors for emergency personnel; air handling intakes will be shut down; garage doors as well as all lobby level and automatic doors will be propped open, if required.

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# Smoke - Fire

**Always check doors before you open them.** Put your hand on the door and see if it is warm/hot. Never open any door before checking it first.

## **If you SMELL SMOKE, but can't see smoke or fire....**

- **Call the doorman immediately (654-1560 ext 6)** who will take the appropriate, immediate action. Stay in your unit with the door closed until notified of results of investigation.

## **If you SEE SMOKE or VISIBLE FIRE...**

- **Call 911** and report your location to the operator.
- Call the doorman station and report your call to 911.
- Stay in your unit with the door closed and wait for assistance or notice to evacuate.

## **If FIRE or SMOKE IS IN YOUR UNIT....**

- Do not open your windows or balcony door for ventilation (this can cause a back draft pulling the fire into your unit).
- **Leave your unit immediately**
- Unlock and shut the unit door tightly behind you
- Go to the ground floor and **call 911**

## **Give the following information to Doorman and 911:**

- Address, Floor and Unit Number and Location of fire, if possible

Notify the Doorman after calling 911 (654-1560 ext 6)

**Do not use the elevators** if it becomes necessary to leave your unit. Use the nearest, unblocked stairwell at either end of the corridor or follow instructions given over the communication system by Emergency Personnel in charge of evacuation.

**Close all doors behind you.**

**Do not attempt to re-enter the building** until the Fire Department or Emergency personnel instruct you.

**IMPORTANT NOTE:** If you are hard of hearing, have a disability or feel you cannot evacuate yourself in the event of a fire, contact the Management Office and have your name and unit included in the Emergency List kept at the front door. If you have someone staying with you for a few days who might need assistance, register their name as well and duration of stay.

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# Medical Emergency

In the event of an accident or illness, try to get as much information about the injury as possible.

- **Call 911 to request an ambulance.**

Give the following information:

- Address
- Floor and Unit Number
- Nature of injury or illness and steps taken
- Your name

When you hang up, notify the Doorman at 654-1560 - ext. 6

- **Do not move the injured or ill person.**
  - **Keep the victim warm** and comfortable. Cover with a blanket.
  - Under all circumstances, **remain calm.**
  - **Follow all instructions** given by emergency personnel.
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# Elevator Emergencies

Elevators are one of the safest modes of transportation, however, on occasion they do malfunction.

The emergency elevator communication system is located on the elevator control panel next to the door. **Fully depress the emergency call button** (which has the phone symbol on it). This will automatically contact someone to assist you from OTIS elevator.

If the elevator stops between floors and the doors open, **stay in the car**. Do not try to climb out or jump to the floor below. Do not try to pry open the doors - it may cause other damage to the equipment that could prolong the emergency.

**Stay calm** and wait for help to arrive. If the emergency lasts an extended period of time, sit on the floor and either look up or straight ahead so that you will feel less confined.

# Severe Weather - Tornado - Earthquakes

In the event of severe weather, follow the procedures below:

- **Stay tuned to weather information** channel of your TV or tune in the radio during severe weather.
- **Remain Calm.**

If there is a TORNADO WARNING...

- **Move immediately to a safe place.** Interior hallways, bathrooms or closets are best. If possible, stay away from the perimeter of the building and exterior glass. Try to get as close to the center of the building as possible or position yourself under a sturdy table or desk.
  - **Do not attempt to evacuate** unless instructed by the authorities.
  - In the event you sustain a cracked or broken window due to high winds, contact the doorman immediately for board-up service.
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## Personal Security and Police Matters

- **Emergency or serious offenses** should be reported to the Police Department by calling 911. Report the call to the Doorman/Security officer immediately afterwards or contact the Management office to report. If you are aware of any illegal activities on the premises, please report it immediately.
  - **Minor security matters** such as solicitors, suspicious looking persons or activities, intoxicated persons should be reported to James/Kilmer Doorman on duty at 654-1560 - ext. 6. Give the description and location of the individual. Stay in your unit with the door locked.
  - **Do not open your door to anyone you are not expecting.** If you have any concern for your safety, contact the doorman immediately.
  - **Do not let anyone "tailgate"** their way into the building behind you when coming in the service or garage entries to building.
  - **To prevent thefts** and unwanted intruders, keep your unit entrance locked at all times. Doors are NOT to be left propped open...this is a Fire Safety Hazard as well as a security issue.
  - **For extended absences or vacations**, notify the Management office that you will be away. Be sure to stop your newspaper deliveries or arrange to have a neighbor pick up papers left by your door.
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