

The Elm at Clark Condominium Association

1122 N Clark Street, Chicago, IL 60610

Phone: 312-943-7778
Fax: 312-944-9708

Email: Contact@TheElmAtClark.Com
Website: <http://TheElmAtClark.Com>

Emergency Plan – Resident Instructions

These instructions are part of the Emergency Plan for The Elm at Clark Condominiums and are provided to you for your safety. Therefore, please review these pages in detail and keep them in a convenient location for review during emergencies. For your protection, the building is designed with many safety features, including:

- Fire resistive stairwells
- Smoke detectors in every unit
- Automatic sprinklers in all units and hallways
- Two fire extinguishers on each floor, one each in the east and west stairwells
- There are emergency phones located in the stairwells of floors 3, 8, 14, 19, 24, 29, 34 & 39
- Emergency PA (Public Address) System in all hallways.

The Association has an emergency team to assist you during emergencies. Additionally, the Maintenance Department and Property Manager have specific duties during an emergency. Please also take the time to locate the emergency exits on your floor.

WHAT TO DO: The following are your safest procedures during various emergencies. These procedures have been coordinated with the police and fire departments, other building occupants, and the Building Manager. Your adherence with these procedures will assure proper response and maximize safety during emergencies.

ELECTRICAL OUTAGES: During an electrical outage, the safest place is in your unit because it will help keep all paths clear for response teams. Locate your personal flashlight. Please do not call the doorman unless you are having a personal emergency.

EVACUATIONS: The potential need for general evacuation is very remote. However, if an evacuation is necessary, use the stairways as directed. Emergency evacuations would generally be ordered through the PA system.

SERIOUS HEALTH EMERGENCIES: Report the illness or injury by dialing 911 and give the following information: Location – The Elm at Clark Condominiums, 1122 N. Clark Street. You should also give them your name, your floor and your unit number. Call the doorman at 312-943-9781 to assure that proper coordination exists on the ground level.

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Emergency Plan – Fire Emergency

FIRES IN YOUR UNIT: If a fire occurs in your unit and you are not able to smother the fire or extinguish it with your private fire extinguisher, you should call 911 and give the Fire Department the following information: Location – The Elm at Clark Condominiums, 1122 N. Clark Street. You should also give them your name, your floor and your unit number.

Take your key and close the unit door. Proceed immediately to the stairwell. Do not use the elevators. Walk down four floors and call the Doorman to confirm the fire and unit number. After evacuating, wait for instructions in the corridor four floors below the fire floor. Do not stop to collect belongings because precious Fire Department response time can be lost. Do not return to your unit until told to do so.

The resident may also use the Emergency Phones or the Fire Extinguishers located in the stairwells. There are two fire extinguishers on each floor, one each in the east and west stairwells.

OTHER FIRES: If you smell smoke stay inside your unit. You should keep your key nearby at all times, including at night (on your nightstand, etc.). We strongly suggest that you also keep the following useful items at hand: flashlight, whistle, duct tape and a grease pen (to write on windows). DO 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, return to your unit, call 911 and report the fire as described previously. Wait in your unit for instructions. If smoke begins to infiltrate through your door, place wet towels around the cracks to hold out the smoke.

If you are instructed to evacuate the floor, crawl on your hands and knees below the smoke and breathe through your nose (not your mouth) to the exit. Then go down to the lower floor, as instructed. If you find smoke in the stairwell, crawl to the opposite Exit and go down to the lower floor, as instructed. Once on the lower floor, please stay in the corridor for further instructions. The building is designed for occupants to stay on uninvolved floors rather than evacuate. Most often full building evacuation is impractical.

If smoke alarms sound off, prepare to evacuate, but stay inside your unit. Most often you will be safest in your unit. Please **do not** call the Doorman's Station because this line is vital for use to emergency service response teams.