

# James Kilmer Condominium Association



IMPORTANT LIFE SAFETY INFORMATION — Please Read

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## 1. Be Prepared for Safety

Living in a high-rise requires advance preparation. Taking simple steps now can save lives later.

### Resident Preparedness

- Read this document thoroughly and review it with all family members.
- Know where your emergency exits and stairwells are.  
*Practice finding them in darkness or low-visibility conditions (count steps/doors).*
- Fire hoses and fire extinguishers are in the stairways at James and Kilmer House.
- Notify the Management Office if you need special assistance or clarification on these procedures.

### Required By Law

- Working smoke detectors (one per bedroom)
- Functioning automatic door closer on unit door to corridor

### Suggested Emergency Kit (stored near door or phone)

- Fire extinguisher
- Flashlight
- 2" duct tape (to seal vents/door gaps during fire)
- Whistle (to alert rescuers)
- Battery-operated radio
- Emergency phone numbers list
- At least one phone that does *not* require electricity

## 2. Evacuation

Building-wide evacuations are rare, but you must know the procedures.

### Command Center

Located at the Doormen's station in the main lobby of James and Kilmer.

### Authority to Evacuate

Evacuation orders come from:

- Fire Department
- Police Department
- Other public safety officials
- Building Management (via chain of command)

**Always follow their instructions.**

### Emergency Communication System

- Installed February 2008
  - Speakers in all public corridors
  - Firemen's phones every 5 floors in stairwells
- Only emergency personnel may use this system.

### Assembly / Relocation Area (for full evacuation)

Lincoln Park – Northeast corner of North & Clark  
Stay there until authorities instruct otherwise.

Elevators - Do NOT use elevators during evacuation.

### Primary Exit Routes

- Two stairwells on each floor: North End and South End
- Follow illuminated exit signs
- If one stairwell is blocked, use the other

Residents requiring special assistance will be evacuated by emergency personnel—stay in your unit until contacted.

### During emergencies:

- Elevators return to ground floor
- Air-handling intakes shut down
- Certain doors may be propped open as needed

## 3. Smoke / Fire

General Rule - Always check doors for heat before opening.  
If hot—do not open.

### A. If You Smell Smoke

- Call the Doorman immediately (312-654-1560 ext. 6)
- Stay in your unit with the door closed until advised

### B. If You See Smoke or Fire

- Call 911 and give the location
- Call Doorman (312-654-1560 ext. 6)
- Stay in your unit with door closed unless instructed otherwise

### C. If Fire/Smoke is inside your unit

- Do NOT open windows or balcony doors (prevents backdraft)
- Leave immediately
- Unlock and close your unit door tightly
- Go to ground floor and call 911

Give 911 and Doorman:

- Address
- Floor & Unit
- Fire location (if known)

Do not use elevators. Use nearest safe stairwell.

Hard-of-Hearing / Disabled Residents

Contact Management to be included on the Emergency Assistance List.

Temporary guests who need help should also be registered.

### 4. Medical Emergency

1. Call 911
  - Provide name, address, floor, unit
  - Describe injury/illness
2. Notify the Doorman (312-654-1560 ext. 6)
3. Do not move injured resident/guest
4. Keep the person warm and comfortable
5. Stay calm
6. Follow emergency personnel instructions

### 5. Water Leak

#### 1. Notify Building Management Immediately

- During office hours (9am – 6pm) → Management Office
- After hours → Doorman (312-654-1560 ext. 6)

Provide:

- Name & unit number
- Leak location & severity
- Suspected source (other unit, wall, ceiling, etc.)

#### 2. Reduce Damage (Only if safe)

- Shut off your unit's shut off water valve if possible
- Use towels/buckets
- Move valuables
- Do NOT touch wet electrical equipment

### 3. Do Not Attempt Major Repairs

Staff or contractors will investigate.

### 4. Management will

- Enter units for emergency access if needed
- Check adjacent areas
- Contact plumbers/maintenance
- Shut down building systems if required

### 6. No water in Unit

If you are experiencing no water or low water pressure from your plumbing fixtures, contact the Management Office at 312-654-1560 ext. 1 during office hours. After office hours, please contact the Doorman at 312-654-1560 ext. 6.

### 7. Heating and Cooling

During the heating or cooling season, if you do not have heat or air conditioning, contact the Management Office at 312-654-1560 ext. 1 during office hours. After office hours, please contact the Doorman at 312-654-1560 ext.6

### 8. Elevator Emergencies

Elevators are very safe, but malfunctions can occur.

- Press and hold the emergency call button (phone symbol) → connects to the Doorman
- If elevator stops between floors and doors open: stay inside
- Do NOT climb out or pry doors open
- Stay calm; sit on floor if needed

### 9. Severe Weather – Tornado – Earthquake

#### General

- Monitor weather TV/radio
- Stay calm

#### Tornado Warning

- Move to interior hallway, bathroom, or closet
- Stay away from exterior windows and perimeter walls
- Preferable central, low-exposure areas
- Shelter under sturdy furniture if possible
- Do NOT evacuate unless instructed
- If windows break, notify Doorman for board-up service

## 10. Personal Security & Police Matters

### Serious or Emergency Situations

- Call 911
- Then notify Doorman or Management

### Minor Concerns

#### Report on solicitors, suspicious people, intoxicated individuals:

- Call Doorman (312-654-1560 ext. 6)
- Provide description and location
- Stay in your locked unit

### General Security Rules

- Do not open doors to unknown individuals
- Do not allow tailgating into the building
- Keep your unit door locked
- Never prop doors open (fire & security hazard)
- For vacations/extended time away, notify Management and stop newspaper deliveries