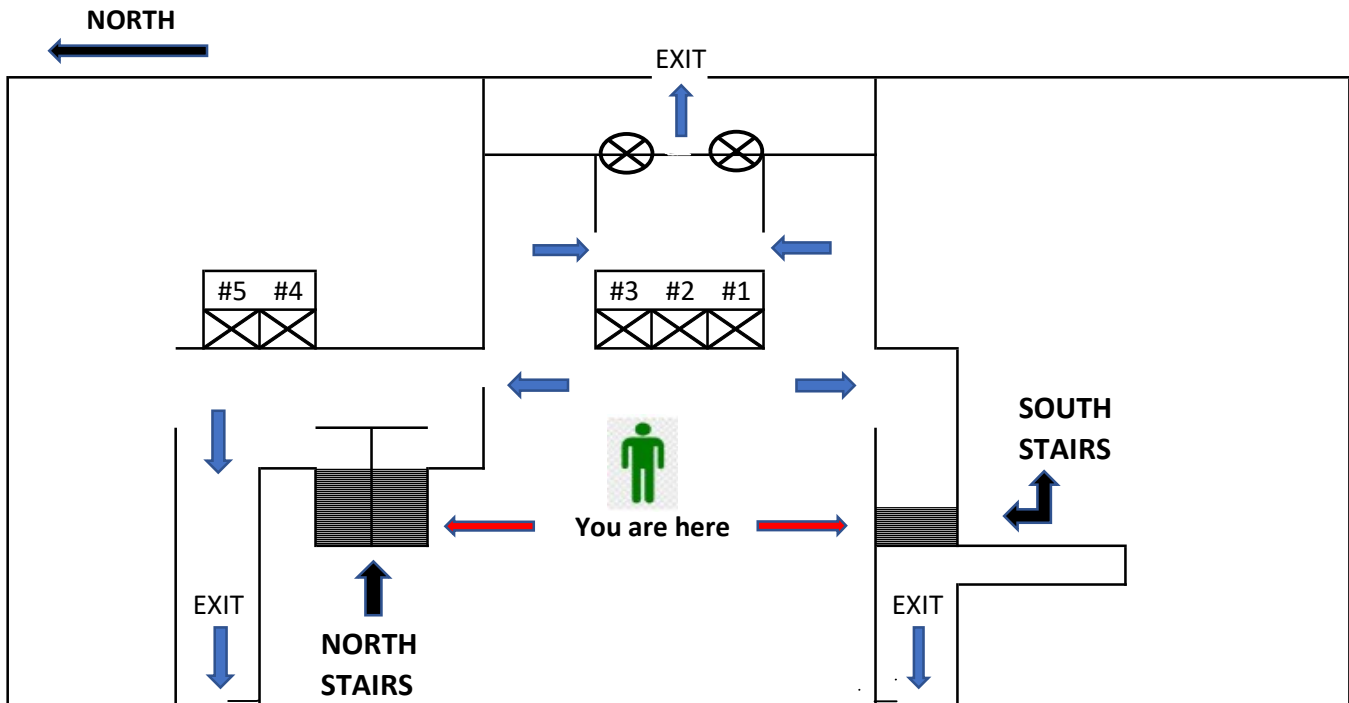


# James House Evacuation Plan

## Lobby Level



**In case of fire or emergency  
use the stairs for exit.  
Do not use the elevators.**

### **Fire or Smoke Near Your Unit**

- Call the Fire Department immediately, dial 911/State the address [1560 N Sandburg Terrace], the floor, the unit number and what you have seen. Do not assume that someone else has already called.
- Before you attempt to leave your unit, feel the door with the back of your hand. If the door feels warm to the touch within five seconds, DO NOT OPEN IT. This indicates the presence of a dangerous fire condition in the corridor.
- If the door is not warm to the touch, carefully open it a few inches to check for the possible presence of smoke in the corridor.
- If you determine that the corridor can be used, alert occupants of the other apartments on your floor and proceed to the closest exit stairway. Close, but do not lock your unit door. Close the stairway behind you. DO NOT ATTEMPT TO USE THE ELEVATORS!

## **FIRE SAFETY INSTRUCTIONS – THE TIME TO KNOW IS NOW**

A few things that may save your life in the event of a fire at James House and Kilmer House.

### **STAY IN YOUR HOME**

Unless the fire is IN your home, keep your door shut and do not evacuate unless emergency personnel give you the signal to leave your unit.

1. Our homes are built so that fire will not spread from one unit to another unless it comes in through the front door. Keep your door shut. You have *at least* one to two hours to wait out a fire. (The fire rating is 3 hours.) Most fires in buildings like ours are put out completely within an hour and rarely spread to other units.
2. If there is any smoke coming in at your doorway, place wet towels or duct tape the upper and lower edges of your door. The same holds true for any smoke that may come in through a vent in your bathroom or kitchen.
3. Keep your phone lines open so that if you need to contact the personnel in the building or they need to contact you, you have an available phone line. If you are in your home and have heavy smoke, call 312-654-1560 – ext 1 and report your location and condition. This information will be relayed to the emergency personnel on site.
4. Those of you who need special assistance have given us your name and we provide that to emergency services upon arrival. Make sure we have you listed!

### **KNOW YOUR EVACUATION ROUTE AHEAD OF TIME – NOW!**

Be aware of how to get to the nearest stairway if you are instructed to leave your unit. It is even a good idea to count the number of doors between your door and the nearest stairway, in the event the hall is filled with smoke you can feel your way to the stairs.

### **STAIRWELL DOORS AT JAMES HOUSE AND KILMER HOUSE ARE NOT LOCKED AT ANY TIME!**

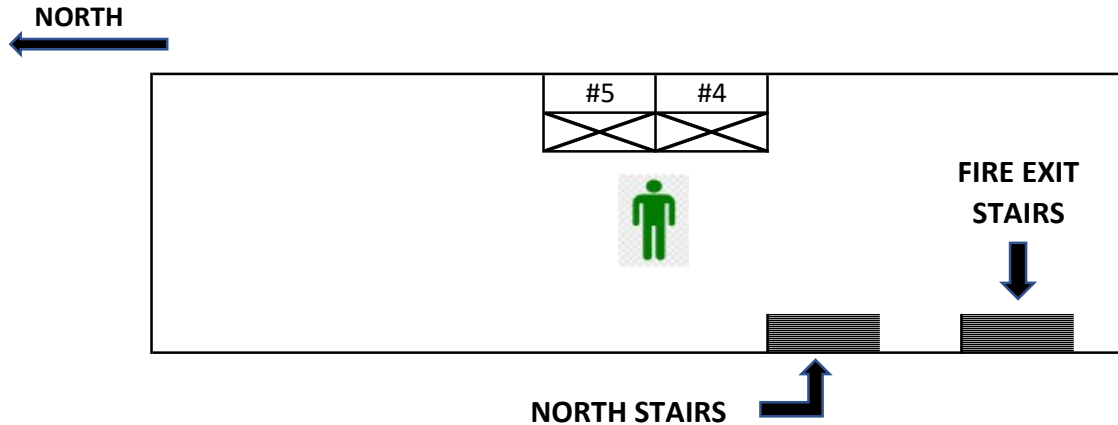
1. You can be assured that if you need to evacuate, the stairwell doors are not locked and you can get into the stairwell and out on any floor all the way to the ground and basement levels.
2. Never prop stairwell doors open during an emergency event. Move into the stairwell and move down through the building. Leaving the doors open may cause smoke to enter the stairwell.
3. The South Stairway at James House has a smoke evacuation tower system. You may be instructed to use that stairwell to evacuate, otherwise, go to the nearest exit.

### **STAY CALM – STAY SAFE**

*James/Kilmer Fire Safety Update - October 1, 2019*

# James House Evacuation Plan

## Floor 2



**In case of fire or emergency  
use the stairs for exit.  
Do not use the elevators.**

### **Fire or Smoke Near Your Unit**

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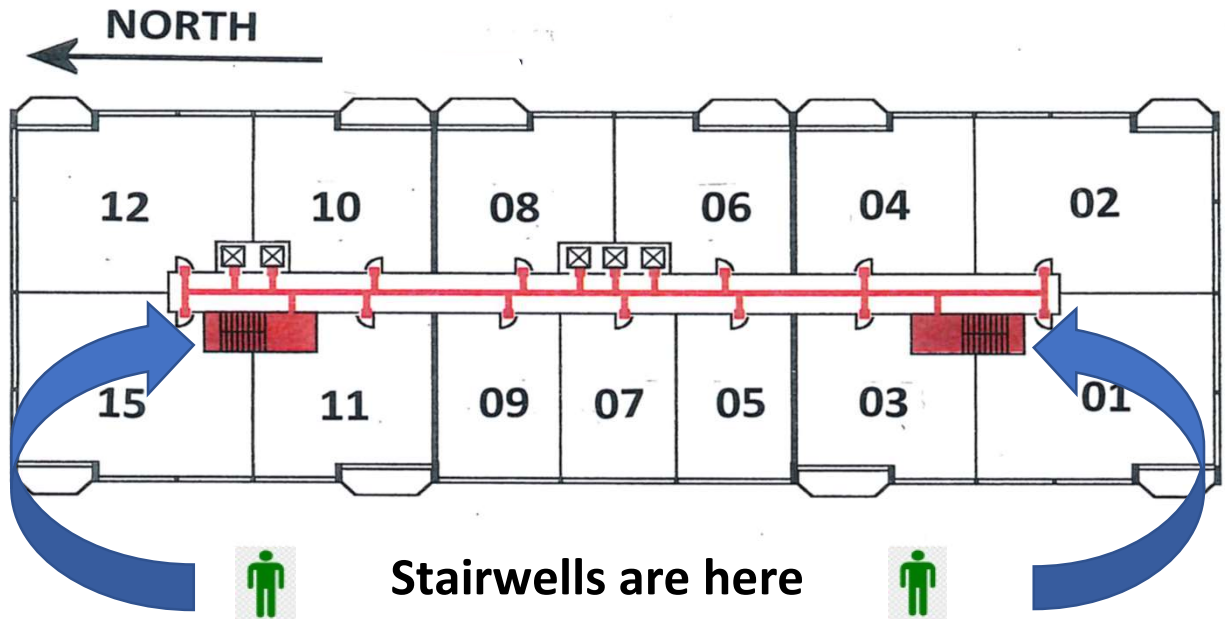
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### **STAY CALM – STAY SAFE**

*James/Kilmer Fire Safety Update - October 1, 2019*

# James House Evacuation Plan

Floors 3 - 43



**In case of fire or emergency  
use the stairs for exit.  
Do not use the elevators.**

## **Fire or Smoke Near Your Unit**

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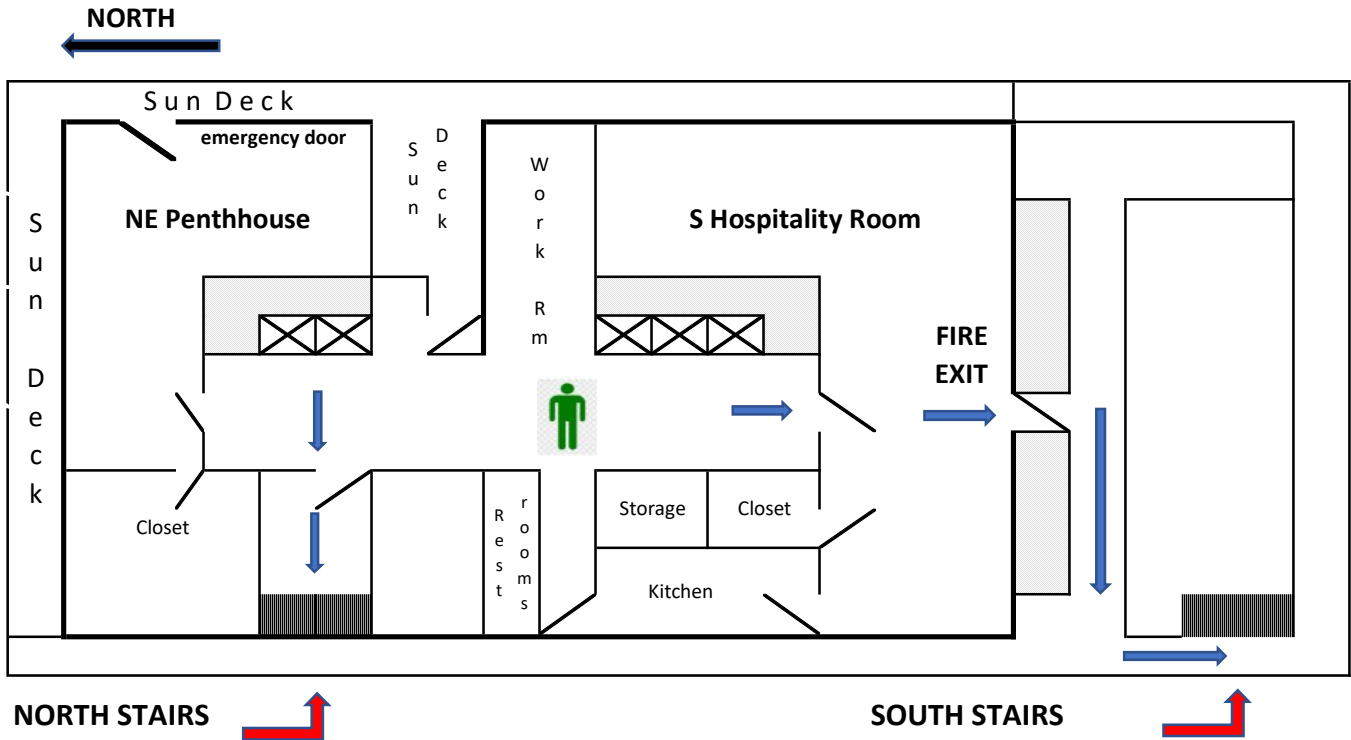
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### **STAY CALM – STAY SAFE**

*James/Kilmer Fire Safety Update - October 1, 2019*

# James House Evacuation Plan

## Penthouse Level



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Do not use the elevators.**

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*James/Kilmer Fire Safety Update - October 1, 2019*