

EMERGENCY GUIDELINES FOR RESIDENTS

These instructions are your part of the Emergency Plan for Park Millennium. The guidelines address Park Millennium residents' role in reporting and addressing emergency situations. The procedures have been documented for your safety and to protect your property. Please review all procedures thoroughly. Keep this document in a convenient location for reference during real emergencies. In most emergency situations, the largest obstacle and threat to personal safety is panic. Our best advice is to **stay calm** and be aware of your surroundings. Follow any instructions from the staff and public safety authorities to the best of your abilities. If you become aware of an emergency situation, report it immediately according to the instructions that follow.

FIRE SAFETY FEATURES OF PARK MILLENNIUM-FOR YOUR PROTECTION

Park Millennium is designed with many safety features for your protection. These include:

- Fire resistive floors and walls
- Fire resistive stairwells
- Hard-wired smoke in each unit
- Automatic sprinklers in all apartments and hallways (96% effective at extinguishing a fire with only one sprinkler head activating)
- Fire stand-pipes and two fire extinguishers on each floor within each stairwell
- Emergency lighting
- Voice Communication System for emergency communications
- Emergency generator for emergency lighting, fire pump/sprinkler system, 1 elevator for each zone (high-rise, low-rise, garage).

The Park Millennium management and staff are here to assist you during emergencies and have been trained on specific procedures that will enhance your safety and building security. Please follow their instructions and those of our public safety representatives in the event of an emergency.

WHAT TO DO

The following are your safest procedures during various emergencies. These procedures have been coordinated with the Chicago Police and Fire Departments, other building occupants, and the Property Manager and staff. Your adherence with these procedures will assure proper response and maximize safety during emergencies.

ELECTRICAL OUTAGES

During an electrical outage, the following procedures should be followed:

- Stay inside your unit.
- Locate a personal flashlight.
- Do not light candles. Lit candles are a serious fire hazard.
- Do not call the Doorman because this will tie up his phone line.

During an electrical outage, the safest place is in your unit where you will not tie up emergency elevators nor disturb emergency responders. For prolonged or widespread outages beyond Park Millennium, you are advised to have a small, battery operated radio or TV to receive news and updates. Park Millennium management and staff may contact you via phone to relay messages as needed. In addition, a public safety official (fire or police) may use the Voice Communication system to broadcast messages to residents as needed.

EVACUATIONS

The potential need for a general evacuation of Park Millennium is remote. However, if an evacuation is necessary, use the stairwells as directed.

The building is equipped with a Simplex Fire Control Panel. This system includes a annunciator panel. One feature of the panel includes a Voice Communication System that allows the authorities to communicate information and coordinate emergency response from floor to floor. In the event of an emergency, it may be used to contact Park Millennium residents and to give emergency instructions.

In the event that authorities are ordering an evacuation, please do not panic. Listen for instructions and follow them to the best of your ability. For most emergencies (due to the construction of the building) it is unlikely that all floors will be asked to evacuate. It is very important to follow the direction of authorities so that fire fighters, paramedics, and any other necessary officials can coordinate their emergency response activities.

FIRE EMERGENCIES

Fire resistive floors help to limit fire spread from floor to floor. Fire resistive walls between the corridor and the unit help to limit fire spread on any floor. Take a moment to count the number of doors between your apartment and the two stairwell exits.

Number of doors to West Stairwell (Stairwell 1) _____
Number of doors to East Stairwell (Stairwell 2) _____

The following are the procedures to follow:

- **KNOW THE LOCATION OF YOUR NEAREST STAIRWELL**, either on the east (Stairwell 2) or west (Stairwell 1) side of the building.
- Smoke and fire are always possible, especially in kitchens. It is recommended to keep an ABC rated fire extinguisher in a closet or pantry adjacent to your kitchen for use in attempting to extinguish small fires or potential fires.
- **DON'T PANIC!**
- Keep your apartment key near you at all times.
- Call 911 and the front desk at 312-337-4825 to report any sign of smoke or flames. Provide the following information to the 911 operator:

Location: Park Millennium
Street Address: 222 N. Columbus
Your Name: _____
Floor: _____
Apartment Number: _____

Fire 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: Park Millennium
Street Address: 222 N. Columbus
Your Name: _____
Floor: _____
Apartment Number: _____

Time permitting, also contact the front desk quickly at 312-337-4825.

Take your key and leave your unit. Be certain to close your unit door behind you. **DO NOT LOCK YOUR UNIT DOOR.** Proceed immediately to the stairwell. **DO NOT USE THE ELEVATORS.** If possible, go to a neighboring unit and call 911 and the front desk. Walk down four floors and wait for instructions in the corridor. Do not stop to collect belongings because precious Fire Department response time can be lost. Do not return to your apartment until you are told to do so.

Fire or Smoke Near Your Unit

If you smell smoke, stay inside your unit. You should keep your unit key nearby at all times, including at night (on your night stand). You will want to take your key with you during emergencies so that you can return to your unit, if necessary. The building is designed for occupants to stay in their units on uninvolved floors rather than evacuate. Full building evacuation is oftentimes impractical and unnecessary.

If you observe heavy smoke in the hallway, return to your unit, call 911 and the front desk to report the fire as described previously. Wait in your unit to receive instructions

over the Voice Communication System. If smoke begins to infiltrate through your door, place wet towels at the base of your unit door and use duct tape to seal cracks around the door.

The Chicago Fire Department **DOES NOT RECOMMEND** use of the balcony during a fire emergency. You would not be able to hear the instructions given by the Fire Department over the Voice Communication System. If the fire is below your unit, there would be a strong possibility that you could be engulfed in flame and 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. Next, go down four floors. If you find smoke in the stairwell, crawl to the opposite exit and go down four floors. Once on the lower floor, stay in the hallway and await further instructions.

****If there is *not* a fire in your apartment or there is not fire or smoke near your apartment, the Fire Department recommends that you stay in your unit unless otherwise informed by the Fire Department or Management.****

FLOODING/LEAKS

Please report any potential leaking or flooding to the front desk immediately at 312-337-4825. Follow staff and management instructions.

SERIOUS HEALTH EMERGENCIES

Report the illness or injury by dialing 911. Report the following:

Location:	Park Millennium
Street Address:	222 N. Columbus
Your Name:	_____
Floor:	_____
Apartment Number:	_____

Call the lobby front desk at 312-337-4825 to assure that proper coordination occurs on the ground level.

THREATENING PHONE CALLS

If you receive a threatening phone call, follow these procedures:

- Dial 911 to report the call.
- Follow Police Department instructions.
- Call the front desk at 312-337-4825 for building coordination purposes if necessary (i.e. crime in progress, civil disturbance, bomb threats).

WEATHER EMERGENCIES

In the event of the potential for severe weather (hail, tornadoes, frequent lightning, blizzards) we recommend that you follow radio or televised instructions. In the event of severe thunderstorms, or high wind events, the safest place to take refuge is in an interior room or corridor away from windows and glass.