

630 LIFE SAFETY FEATURES

630 N. State has many fire and life safety systems designed to reduce damage in the event and emergency occurs. The building is protected by hard-wired smoke detectors in all apartments.

The Fire Detection System indicates the location of an alarm. The system is test regularly and monitored by on site personnel.

FIRE AND LIFE SAFETY SYSTEMS

FIRE COMMAND CENTER

The Fire Command Center located at the front desk serves as the central communications network for the building's fire and life safety systems.

The emergency responder kit is kept at the front desk and includes: a copy of the building's evacuation plan, core floor plans, elevator keys, a list of residents needing assistance and all other keys the emergency team may need.

STAIRWELLS

There are two stairwells that run the entire vertical length of the building. In case of an emergency, everyone must exit to the designated stairwell and exit as quickly as possible.

The South stairwell terminates near the loading dock and exits onto Ontario, while the North stairwell terminates on the 1st floor behind the front desk and exits onto State Street. A fire extinguisher is located inside the stairway by the stairwell door and should be used in emergencies only.

Stairwell and unit doors are fire-rated doors. Their purpose is to seal off the area of fire thereby containing more of the deadly smoke and damage. It also allows for safer evacuation.

BUILDING DESIGN

630 N. State Parkway was built as a fire-resistant building with the walls between the apartments constructed as fire resistant walls. This means that in case of a fire in an apartment, the dividing walls are designed to be able to keep the fire for two hours within the apartment where it originated. Residents who have a fire in their apartment should evacuate their apartment immediately and close the door behind them. **DO NOT LOCK THE DOOR.**

ELEVATOR COMMUNICATIONS

In the event of an elevator emergency, open the phone box and push the button labeled call to connect to the Otis Elevator command center. The representative at Otis Elevator will notify the door staff of the emergency.

CLOSED CIRCUIT

The building is equipped with closed circuit cameras located throughout the building. All cameras are connected to digital multiplexer units, allowing continuous twenty-four hour recording of building activity. There are monitors at the front desk.

EMERGENCY PROCEDURES

EVACUATION

In a high-rise building a complete emergency evacuation is most often unnecessary. The Chicago Fire Department recommends that in the event of a fire emergency, only eight (8) floors be evacuated: the floor of the emergency, two floors above the floor with the emergency and five floors below the floor of the emergency. A partial evacuation eliminates unnecessary pedestrian traffic in a stairwell, which could interfere with emergency personnel efforts.

Should an alarm sound, residents will be instructed to go to their designated stairwell and proceed according to directions. You may be instructed to vacate the building and/or exit to a specific floor. Assistance will be given to those with special needs.

COMPLETE EVACUATION

If the nature of the emergency requires that the entire building be evacuated, a meeting place for all residents will be established in front of the Embassy Suites Hotel on the Ontario Street side. Once at this location, please identify yourself to building staff who will be attempting to account for all residents and employees.

Those in tier 01 – 04 and 10 will be evacuating through the north stairwell and making their way to the first floor behind the front desk and out the door onto State Street.

Those in tiers 05-09 will be evacuating through the south stairwell and make their way to the exit door leading onto Ontario by the loading dock.

GENERAL INFORMATION

EMERGENCY

- Fire extinguishers located throughout the building and in each stairwell on every floor can quickly extinguish small fires. Before attempting to extinguish a fire, call 911.
- If possible, contact the door staff so they may prepare for the fire department arrival.
- The fire extinguishers are Class D.
- Fire extinguishers should be aimed at the base of the fire and with a sweeping motion to cover an area surrounding the flames
- Electrical fires can usually be extinguished by securing the power to the device. If you can safely unplug the device, you will remove the immediate cause of the fire. An electrical fire may have caused a secondary fire of other nearby combustibles so be prepared to extinguish hose as well.
- If you cannot extinguish a fire with one extinguisher, then clear the area of people and other combustibles until the fire department arrives
- NEVER LET THE FIRE BLOCK YOUR EXIT

EMERGENCY EVACUATION

- The Fire Department will generally make the decision to evacuate any floors based on their initial and continuous assessment of the situation
- The Fire Department will utilize the enunciator panel to communicate
- In the event of an evacuation, building personnel will be assisting the Fire Department in assessing the building addressing the emergency and coordinating the evacuation of the necessary floors.
- A staging area will be set up a safe distance from the fire floor where more information will be disseminated, and residents can be accounted for
- Should the evacuation terminate outside of the building, all residents will be directed to move to the designated off-site gathering location (Outside the Embassy Suites on Ontario)

EXIT ROUTES

Elevators will be put on fire service at the onset of an emergency and will not be available as an evacuation route.

The Chicago Fire Department will have complete control of the elevators for use in firefighting. The door staff will bring all cars down to the 1st floor and will not allow their use as soon as an alarm is sounded.

All residents must be familiar with the quickest evacuation route from their location to the stairwells.

Be able to identify your planned and alternate routes in case of heavy smoke, which may obscure your vision and /or force you to crawl along the ground for clearer air.

If you encounter smoke on your evacuation route, crawl close to the ground to stay under the smoke layer to reach cleaner air.

When encountering closed doors, first test the door for heat by placing the back of your hand up high on the door. If the door is hot there is a good chance there are flames just beyond the door.

A natural reaction of the human hand is to grasp by reflex. By testing with the back of your hand, you avoid grasping a hot door handle or rail.

Disabled person will be escorted to the stairwells. The Fire Department will be notified of the person's location.

The stairwells are designed to isolate the occupants from the fire through the construction of the walls and doors. Keeping these doors closed prevents smoke penetration to this safe zone.

We hope the preceding information will never be needed. However, please read and review periodically to be prepared in the event of an emergency.

630 N. STATE CONDOMINIUM ASSOCIATION

These instructions are part of the Emergency Plan for 630 N. State Parkway Condominium Association. The instructions are for your safety so please review them in detail now and keep them in a convenient location for review during real emergencies. Should you need additional assistance in the event of an emergency please call the management office at 312- 596-5202 to be put on our list of residents with special needs. These instructions should be followed in the same manner for emergencies both during and after office hours.

For your protection, 630 N. State Parkway Condominium Association is equipped with many safety measures including:

- Smoke detectors in every apartment
- Fire extinguishers in all stairwells on each floor
- Fire resistant floors and walls
- Fire resistant stairwells
- Emergency power for hallway and stairwell lighting

Fire resistant floors help to limit fire from spreading from floor to floor. Fire resistive walls between the corridor and the apartment also help to limit fire from spreading on any floor. Exit signs designate the two stairwells on each floor. Residents should be aware of the number of doors between their apartment and the stairwell.

Each apartment has hard-wired smoke detectors.

Upon receipt of a fire alarm to the Fire Panel in the lobby, the Fire Department is automatically notified.

During an emergency, the building staff will assist residents and city departments with specific duties to minimize loss of life and property.

The following pages contain the safest procedures for residents during various emergencies. Adherence to these procedures will assure proper response during emergencies.

ELECTRICAL OUTAGE

Residents should do the following if an electrical outage occurs.

Stay in the apartment and await instructions from management.

Locate personal flashlights.

Do not light candles. This creates a fire hazard.

Do not dial the front desk, as it will tie up the telephone lines.

Do not use the elevators.

During an electrical outage, the safest place is inside the apartment where you will not disturb those responding to the emergency.

The building staff will assist in helping residents as needed.

EVACUATION

The potential need for general evacuation of 630 N. State is remote. However, if evacuation is necessary either management or emergency personnel will direct you to use stairwells or elevators. Should the alarm sound, exit the elevator as soon as possible.

FIRE EMERGENCIES

The following are the procedures to follow:

The Fire Department recommends that you keep a flashlight, whistle and 2” roll of duct tape in an easily accessible kit in case of an emergency. The duct tape should be used across the sides and top of the door and a wet towel placed along the floor for smoke inhalation.

Keep keys in a location for easy accessibility.

Call the Fire Department at 911 and report the following information:

Location

Street Address

Your Name
Floor
Apartment Number

Exit using the stairwells, not the elevators. Stay calm, stay to the right side, and don't bring any foods or liquids with you. Don't forget your pets. Follow instructions given by emergency personnel or building staff.

FIRE IN A RESIDENT'S APARTMENT

If a fire occurs in your apartment and you are not able to smother the fire or extinguish it with a private fire extinguisher, call 911 and give the Fire Department the following information:

Location
Street Address
Your Name
Floor
Apartment Number

Take your key and close your apartment door. **DO NOT LOCK THE DOOR.** Proceed immediately to the stairwell. **DO NOT USE THE ELEVATOR.**

OTHER FIRES

If you smell smoke, stay in your apartment for further instructions. Keep your keys nearby at all times. You will want to take your key with you during emergencies so that you can return to your apartment if necessary.

If you see heavy smoke in the hallway of the building, return to your apartment, call 911 and report the fire as described previously. Wait in your apartment for instructions from the enunciator system. If smoke begins to infiltrate your door, you should place wet towels around the cracks to hold out the smoke. Only in an extreme emergency should you move to your balcony. Before you do, try to notify 911 of your location and intent to wait on the balcony. Take a towel or sheet with you to use as a flag, unlock your apartment door for easier access by the emergency response department, then close the balcony door behind you. **BE SURE YOU UNLOCK THE BALCONY DOOR BEFORE EXITING SO YOU ARE NOT LOCKED OUT ON YOUR BALCONY.**

If instructed to evacuate the floor, crawl on hands and knees below the smoke to the exit and go down to a lower floor as instructed. If smoke is in the stairwell, crawl to a different stairwell and down to a lower floor. Once on the lower floor, stay in the corridor for further instructions. The building is designed for residents to stay on noninvolved floors rather than evacuate. Most often a full building evacuation is impractical

If you are instructed to evacuate the building, you should first feel the door to make sure that the corridor is not involved in the fire. If the door is not hot, evacuate using the stairwell. If the corridor is smoke filled, return to your apartment and hold. If smoke comes in around the door, place wet towels around the door to block out smoke. In this instance, call the Fire Department at 911 and front desk at 312-596-5205 and let them know that you are holding in your apartment.

If you are instructed to fully evacuate the building, proceed to the Ontario entrance of the Embassy Suites. Building management and the Fire Department will update you at that location regarding the extent of the fire and when you can expect to return to the building.