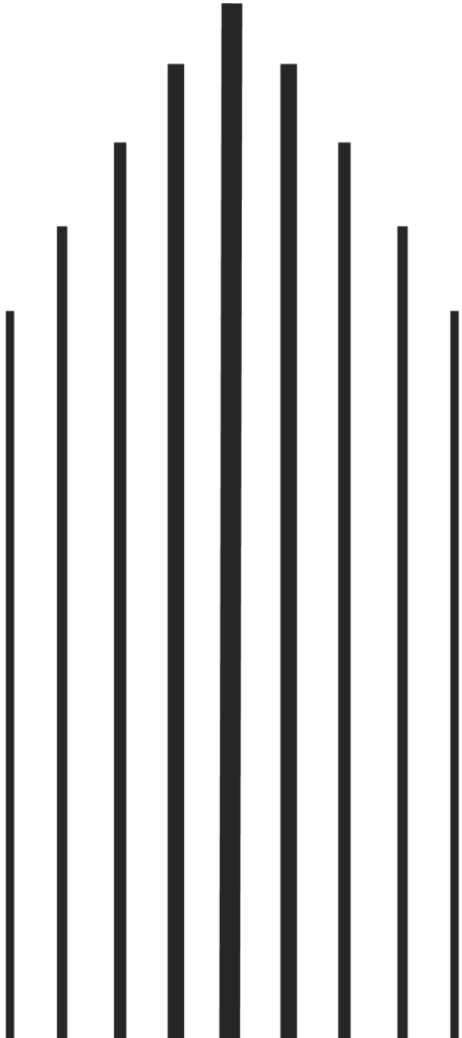


**Welcome!**

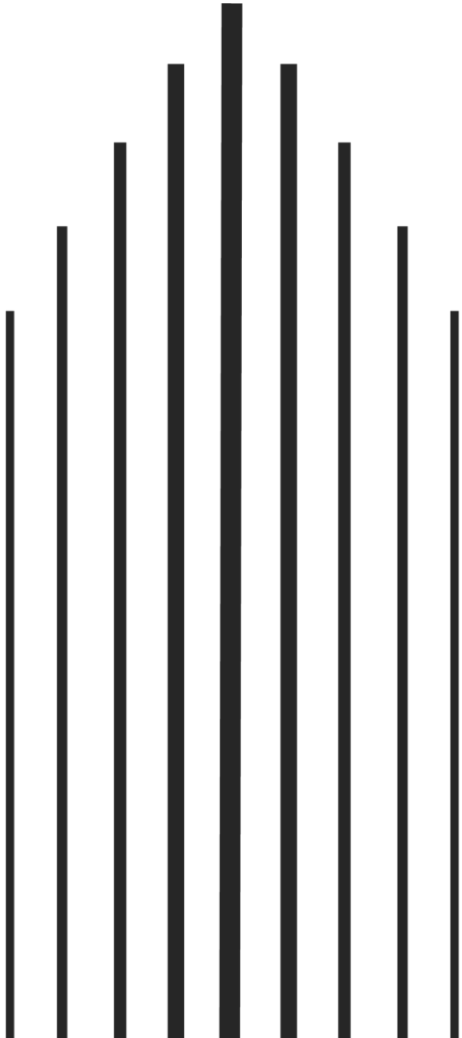
**Emergency Procedures Town Hall**

April 17, 2023



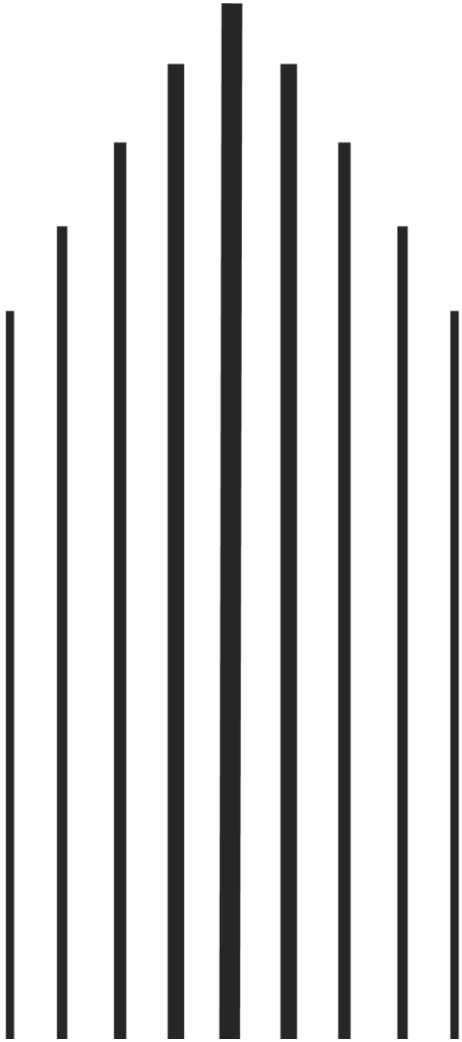
# EMERGENCY PROCEDURES

**We'll be talking about:**  
Active Shooter Response  
& Fire Emergencies



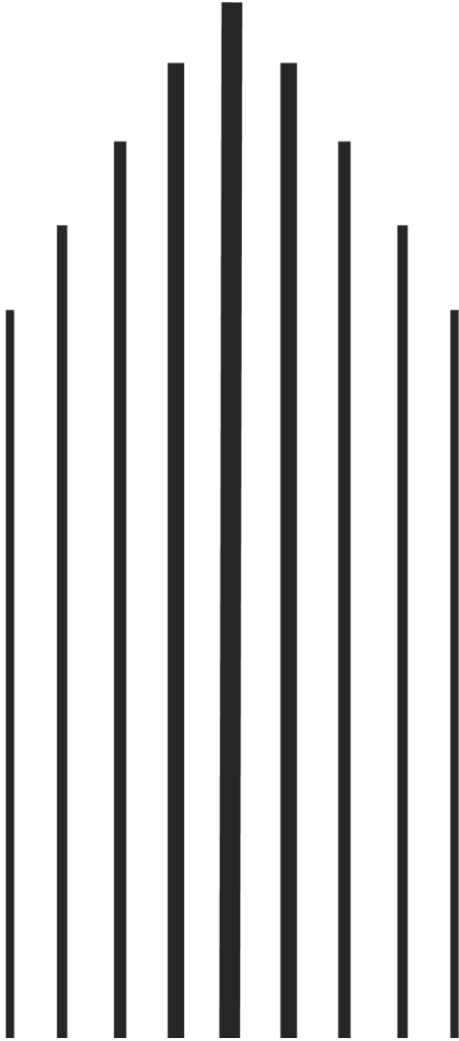
# EMERGENCY PROCEDURES

**We'll be talking about:**  
Remembering a few simple steps and concepts can make a meaningful difference.



## **FIRST: Communication Is Key**

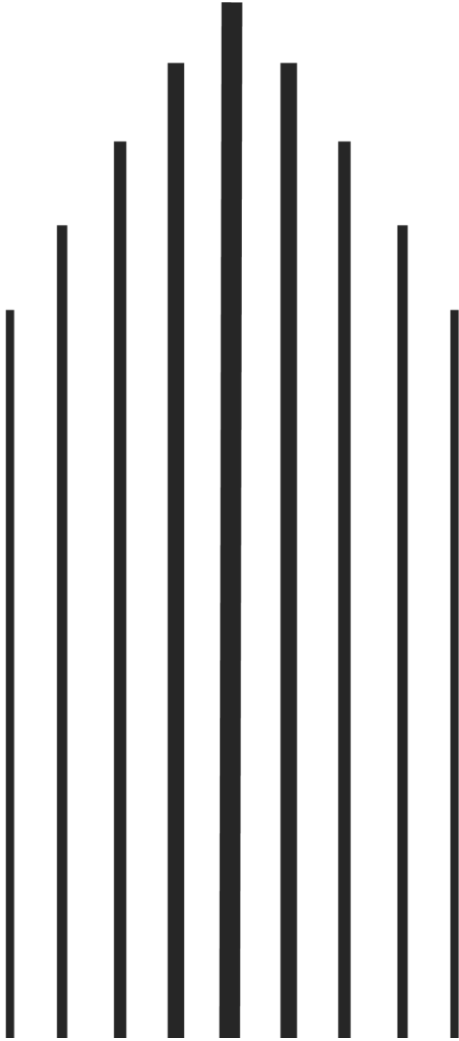
No matter the emergency, being prepared, alert and aware of your surroundings, and listening for instructions from authorities can make a difference.



## **Communication Is Security!**

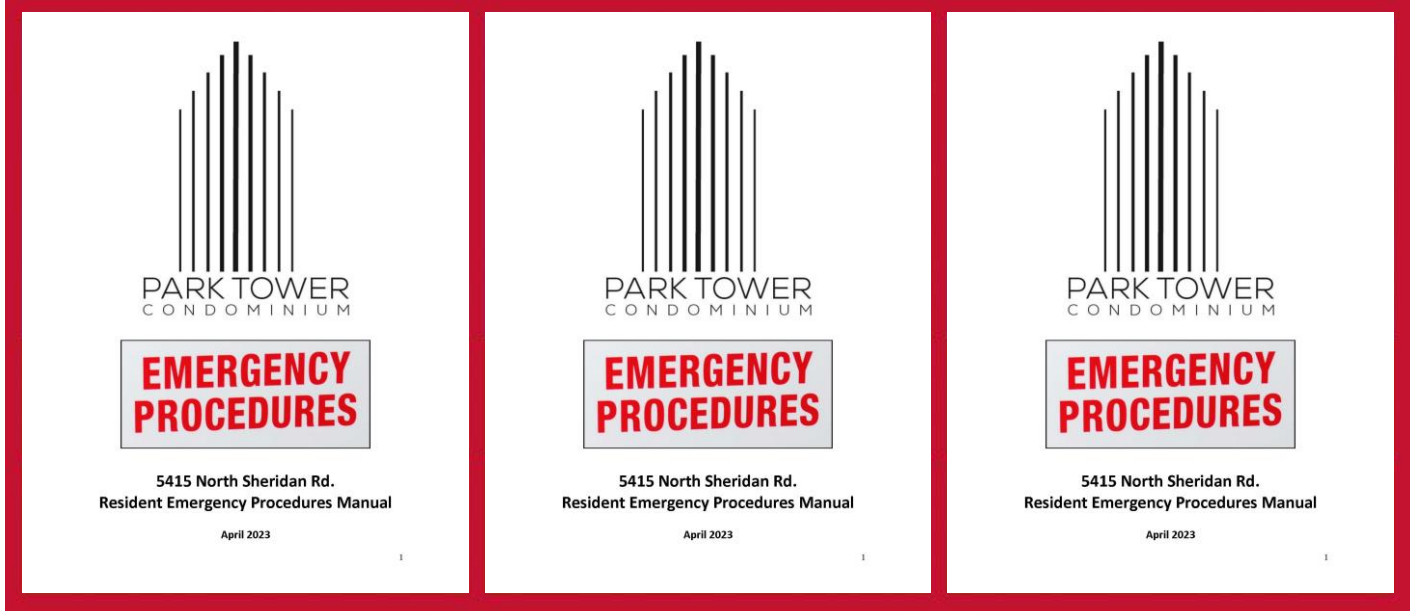
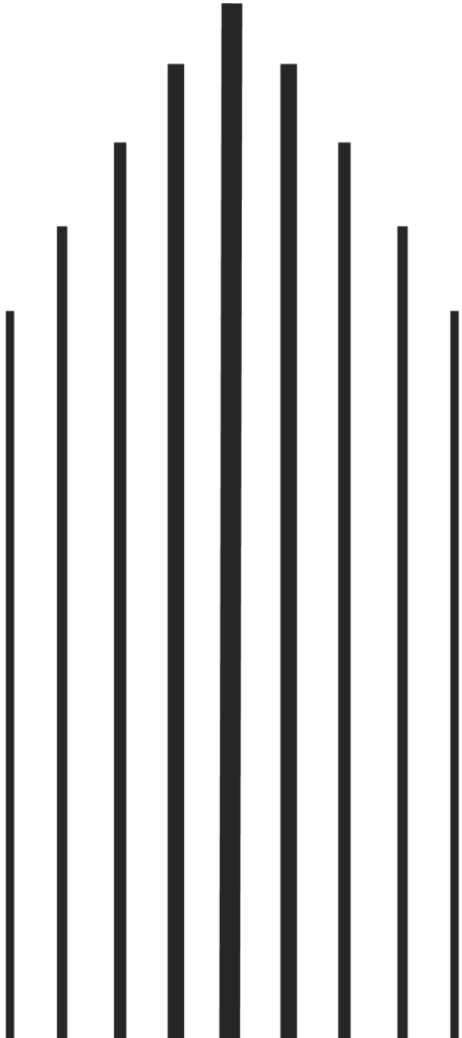
Just about any emergency situation can be chaotic and unpredictable as they evolve. Staying connected and prepared mentally can be grounding.





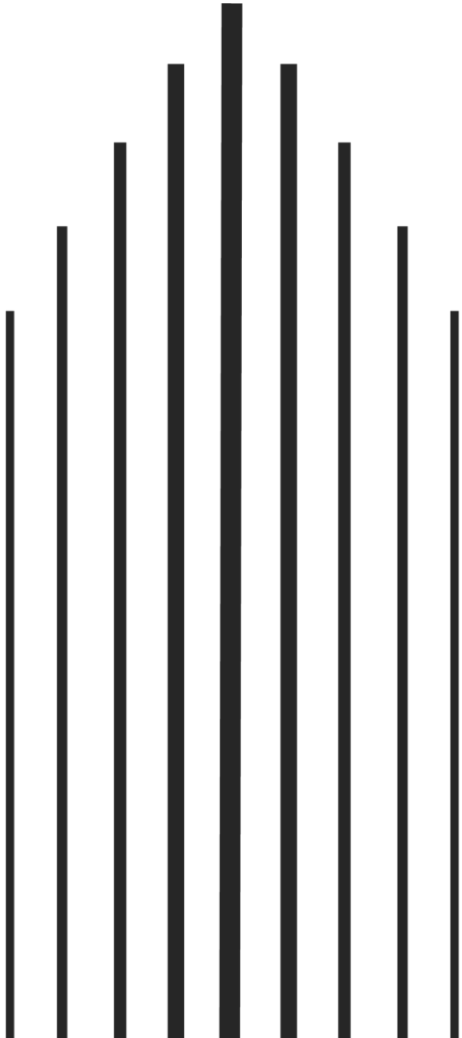
## **Communication is a priority!**

Read the Resident Emergency Procedures Manual. Join our e-mail list and texting service. Keep in mind the hallway speakers and cable Channel 195.



# Communication Starts With Us

The PT Resident Emergency Procedures Manual contains much more detail. It's now available online, in the office and the next PT News and Updates.

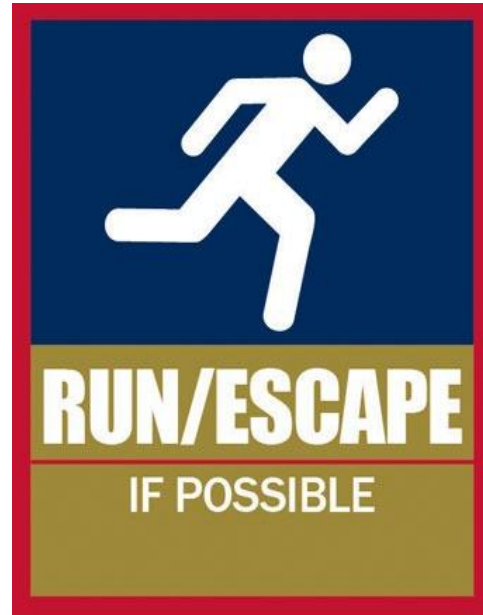
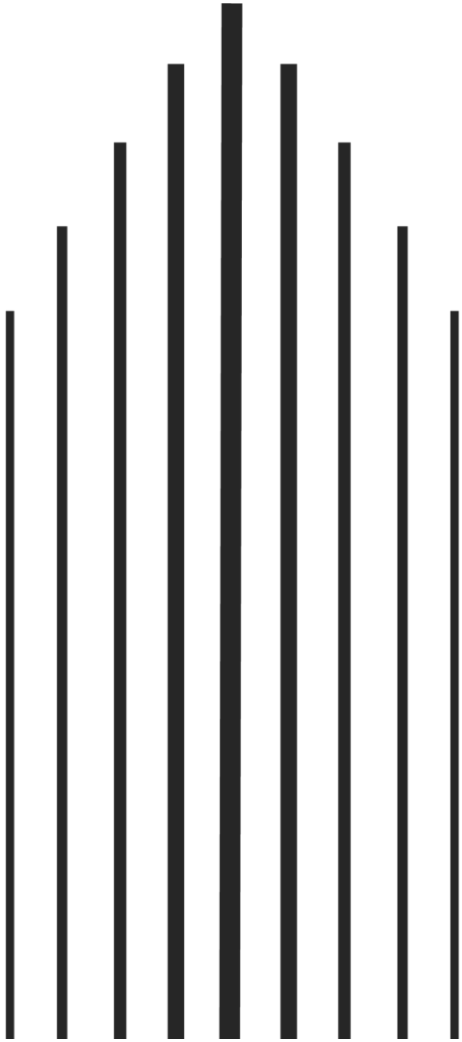


		
<b>RUN/ESCAPE</b>	<b>HIDE</b>	<b>FIGHT</b>
IF POSSIBLE	IF ESCAPE IS NOT POSSIBLE	ONLY AS A LAST RESORT

# Active Shooter/Hostile Person

Someone carrying a gun, actively shooting or otherwise brandishing or threatening to use a weapon or acting in a violent manner.

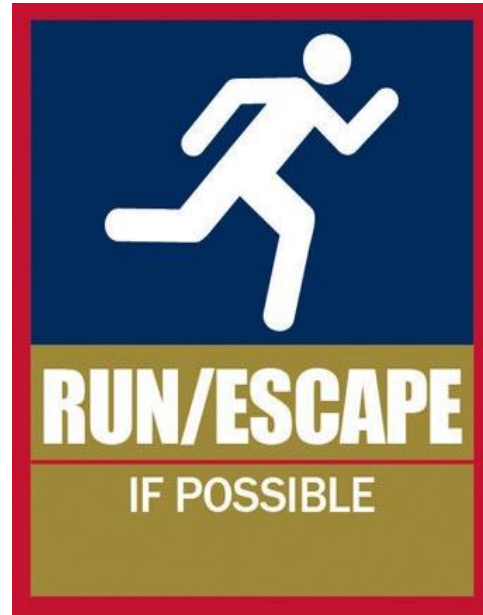
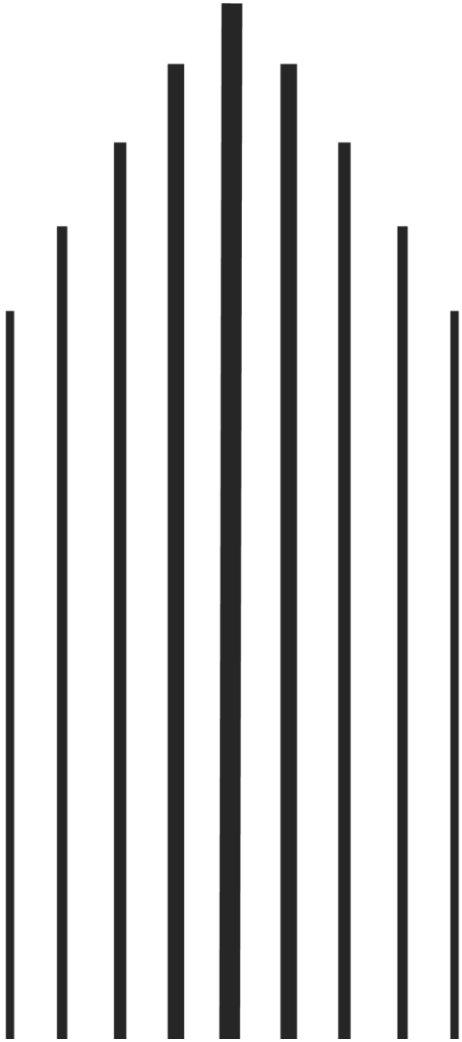




## **Active Shooter/Hostile Person**

If there is a quickly accessible escape path, attempt to evacuate the location. Don't think twice. RUN!

Call 911 when you are safe.



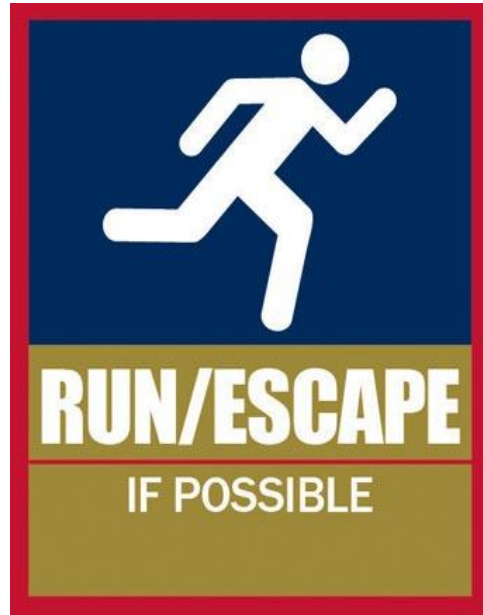
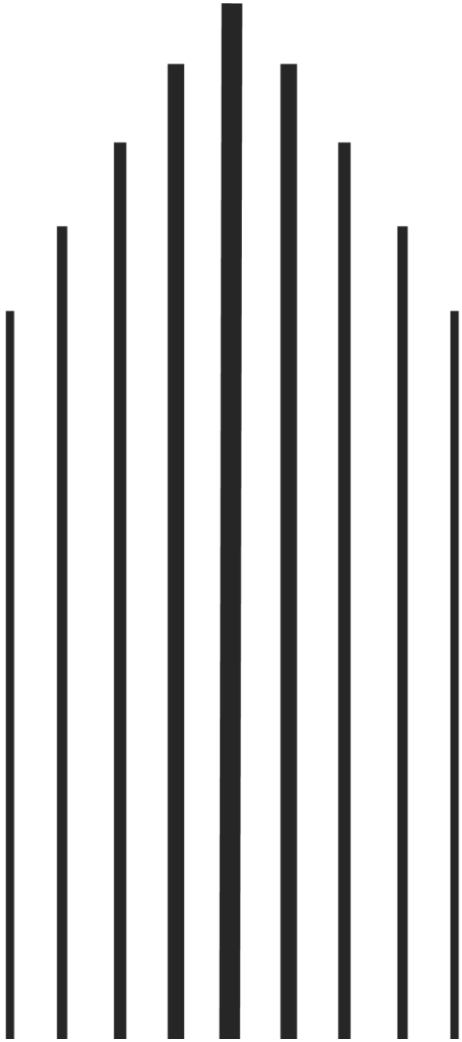
### Things To Consider:

- Have a route and plan in mind.

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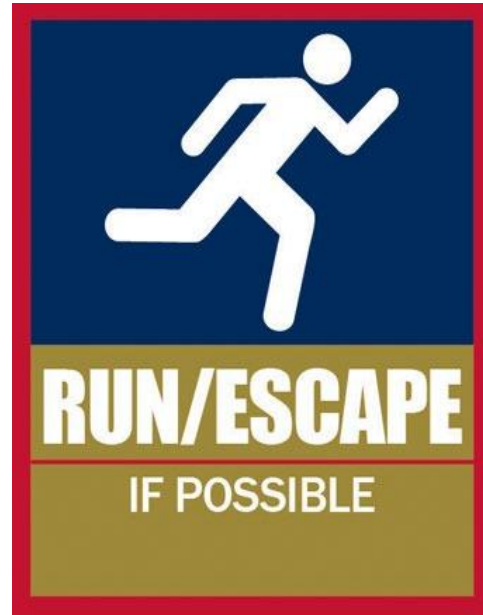
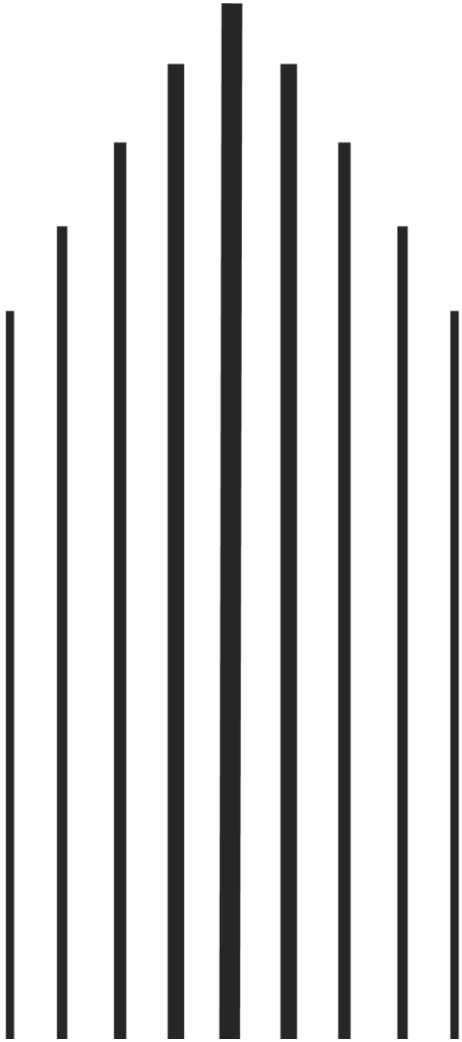
### Things To Consider:

- Have a route and plan in mind.
- Don't second guess yourself.
- Leave your belongings behind.

## **Active Shooter/Hostile Person**

If there is a quickly accessible escape path, attempt to evacuate the premises. Don't think twice. RUN!

Call 911 when you are safe.



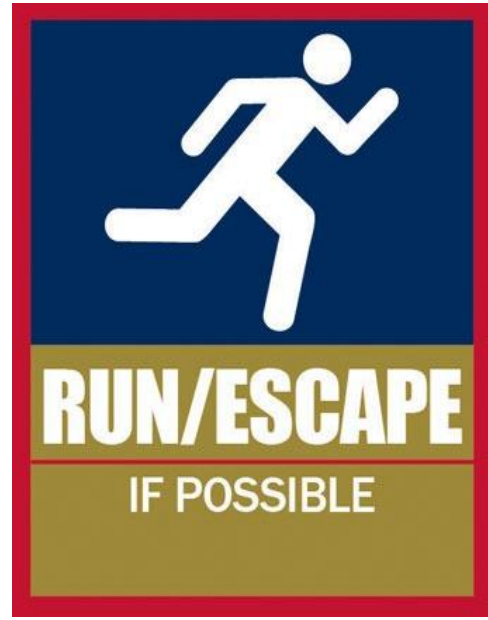
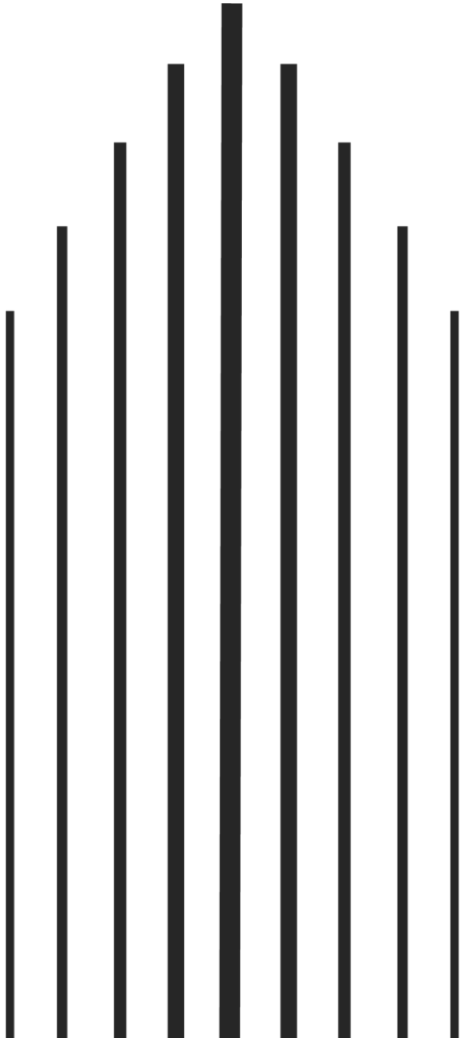
### Things To Consider:

- Have a route and plan in mind
- Don't second guess yourself
- Leave your belongings behind
- Help others if possible
- Prevent others from entering

## Active Shooter/Hostile Person

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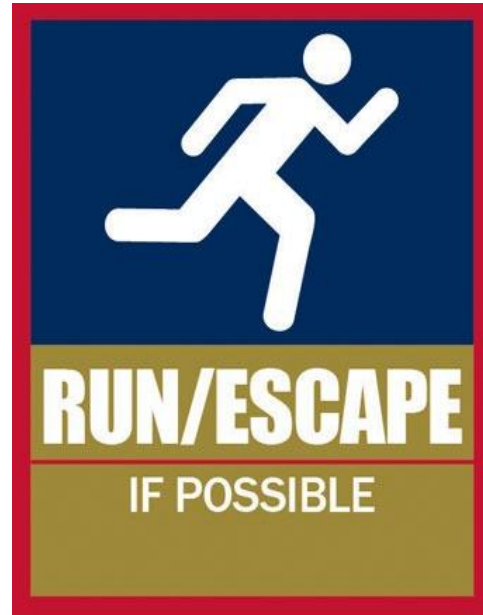
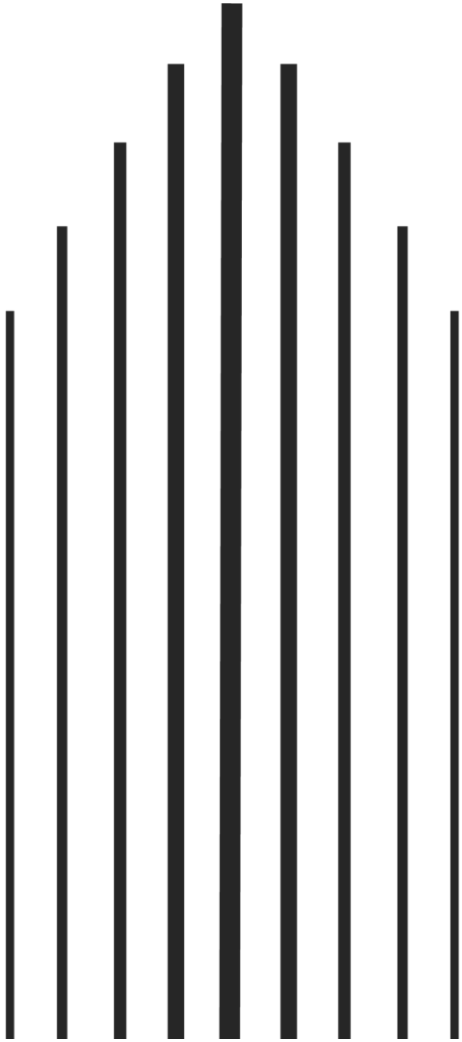
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- Things To Consider:
- Have a route and plan in mind
  - Don't second guess yourself
  - Leave your belongings behind
  - Help others if possible
  - Prevent others from entering
  - Keep your hands visible
  - Follow instructions from authorities

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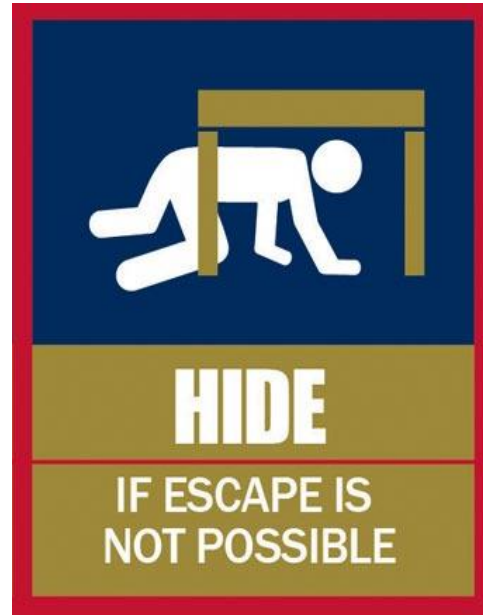
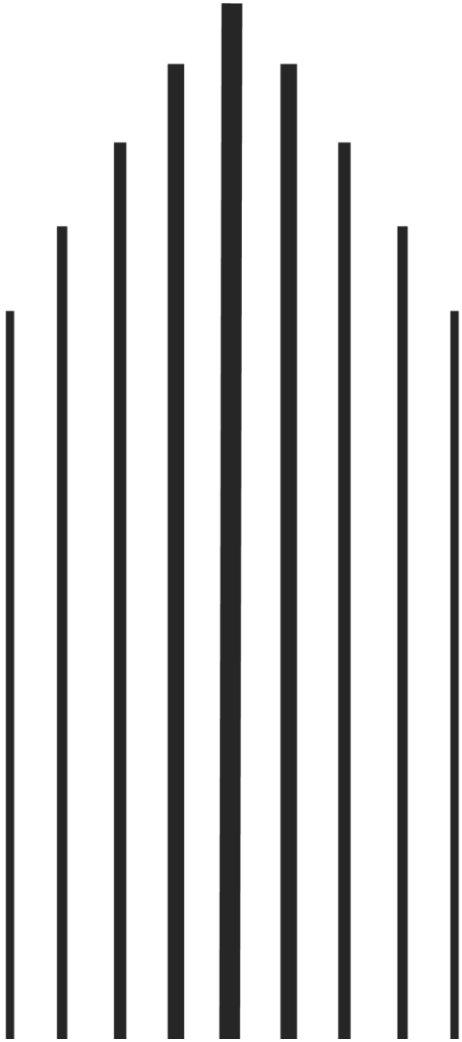
### Things To Consider:

- Have a route and plan in mind
- Don't second guess yourself
- Leave your belongings behind
- Help others if possible
- Prevent others from entering
- Keep your hands visible
- Follow instructions from authorities
- Do not attempt to move wounded

## **Active Shooter/Hostile Person**

If there is a quickly accessible escape path, attempt to evacuate the premises. Don't think twice. RUN!

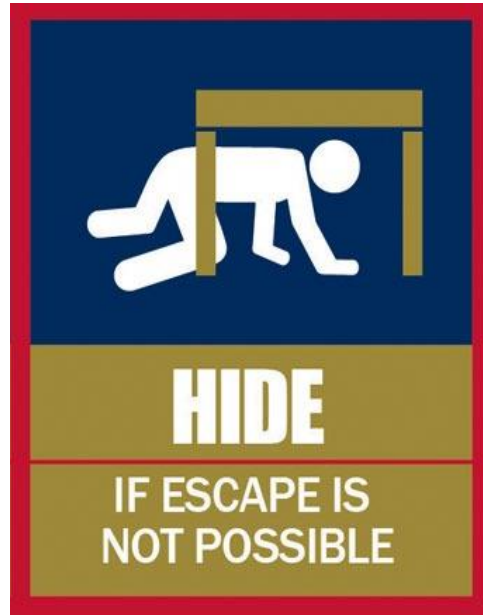
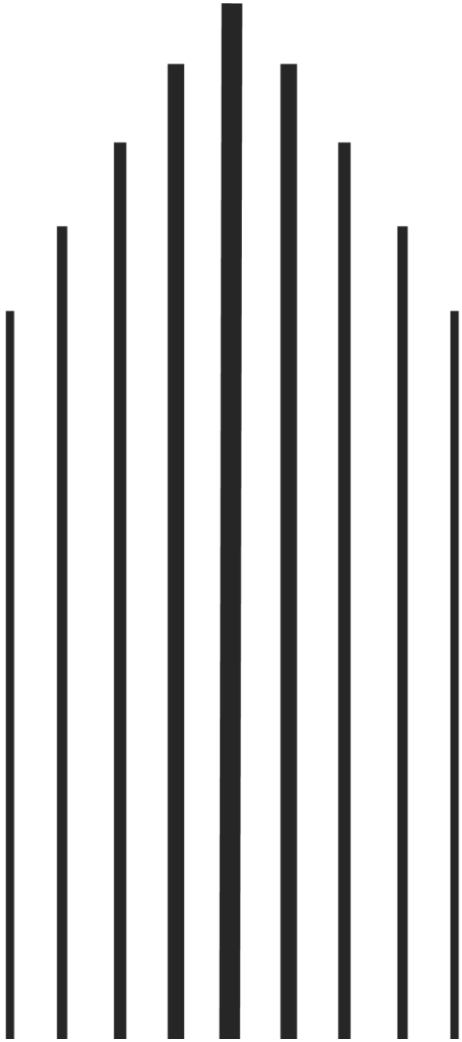
Call 911 when you are safe.



## Active Shooter/Hostile Person

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you!

Remain quiet.



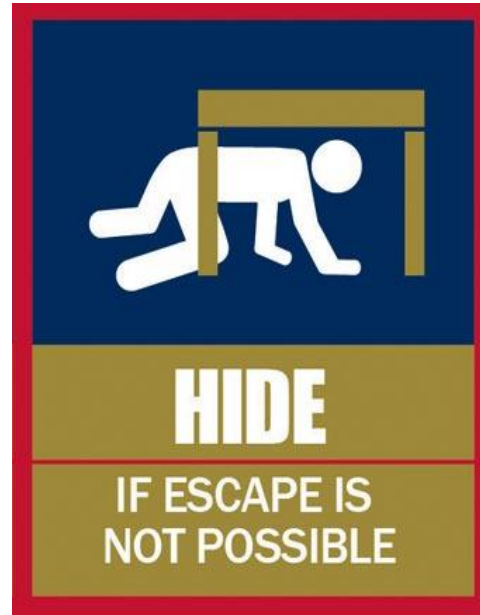
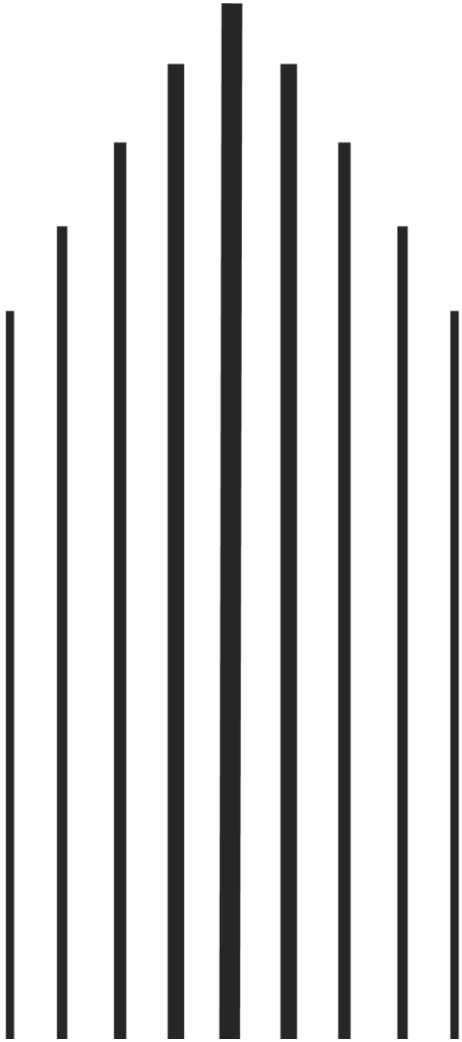
Your hiding place should:

- Be out of the shooter's view, as much as possible

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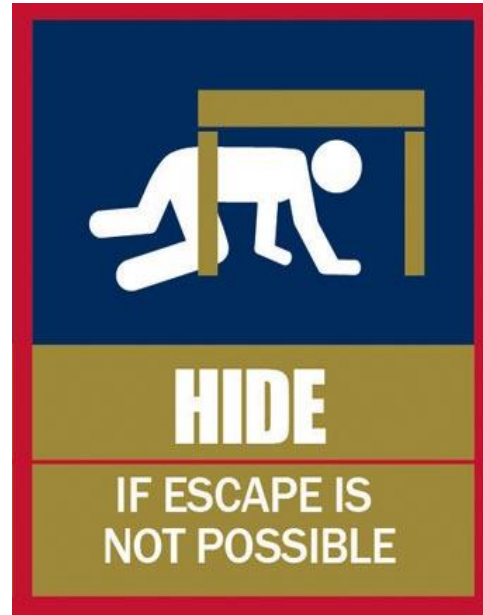
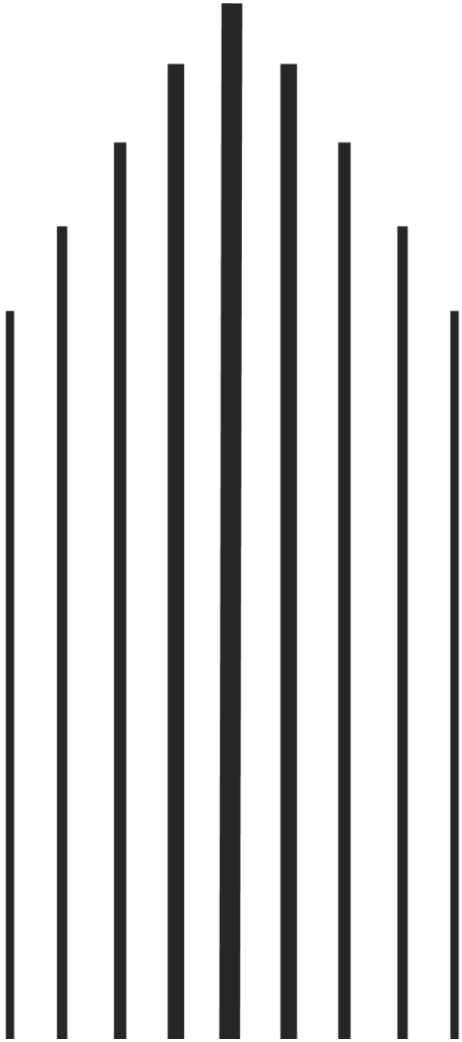
Your hiding place should:

- Be out of the shooter's view, as much as possible
- Provide cover or some protection
- Not trap or restrict your mobility too much

## Active Shooter/Hostile Person

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you!

Remain quiet.



It can be helpful to:

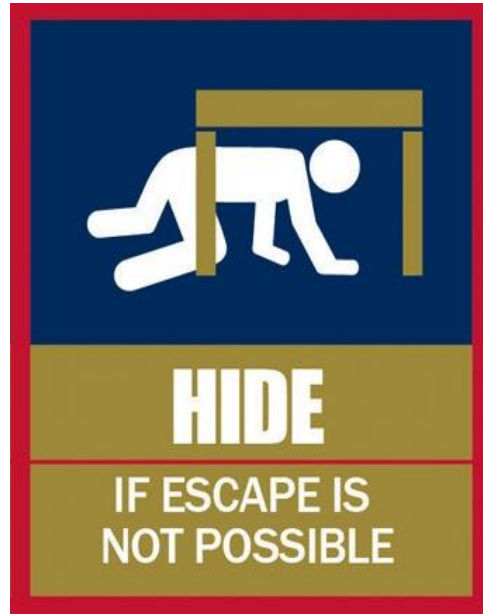
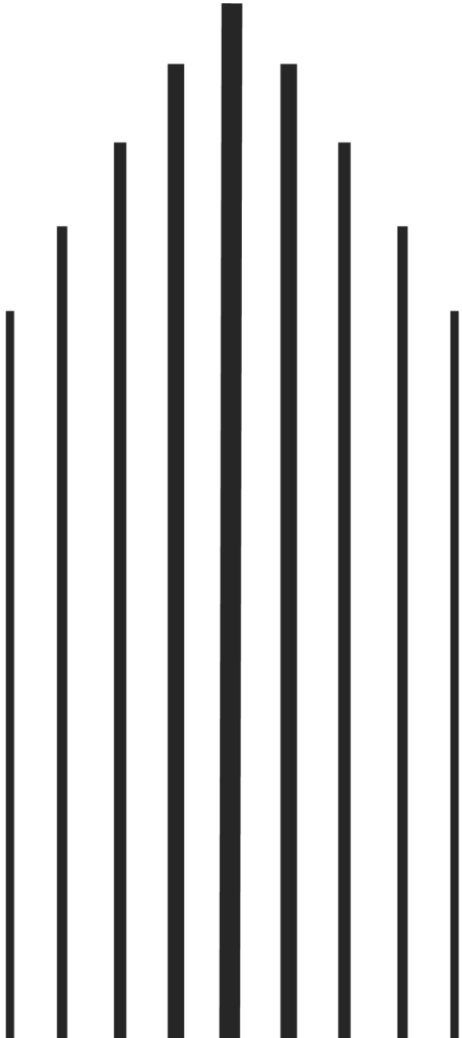
- Lock and/or blockade any doors

**Active Shooter/Hostile Person**

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Remain quiet.

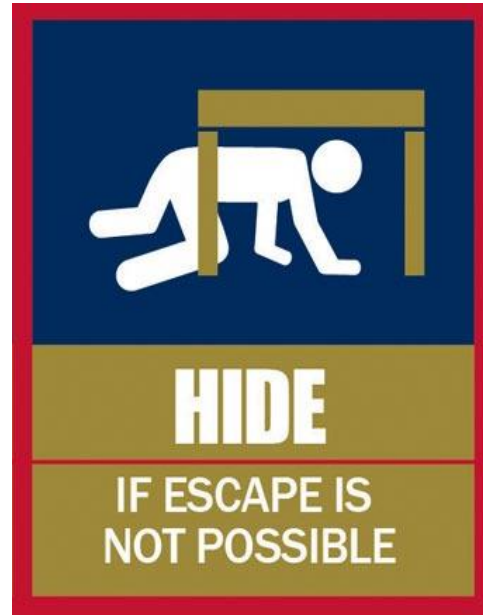
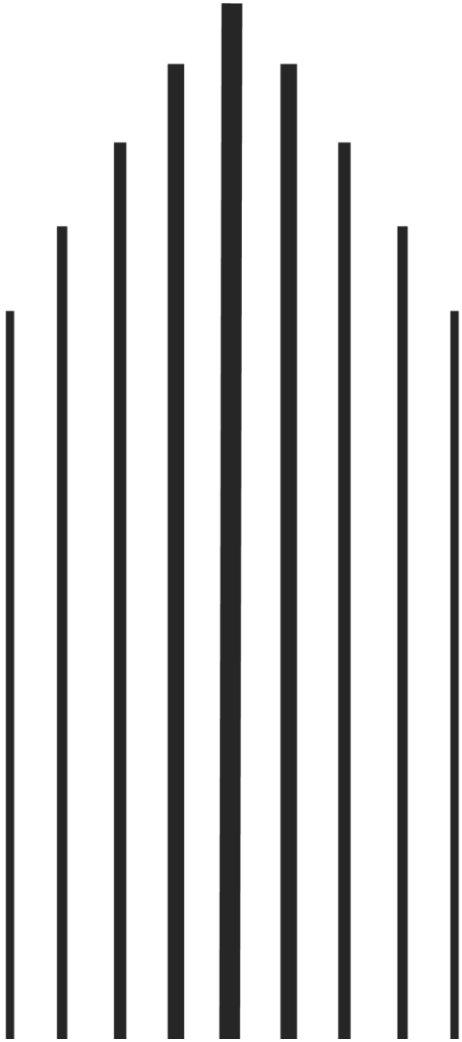




- It can be helpful to:
- Lock and/or blockade any doors
  - Silence any cell phones
  - Turn off any source of noise

## **Active Shooter/Hostile Person**

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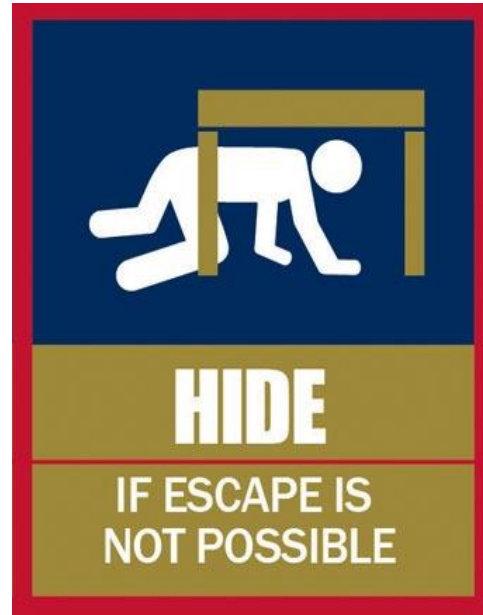
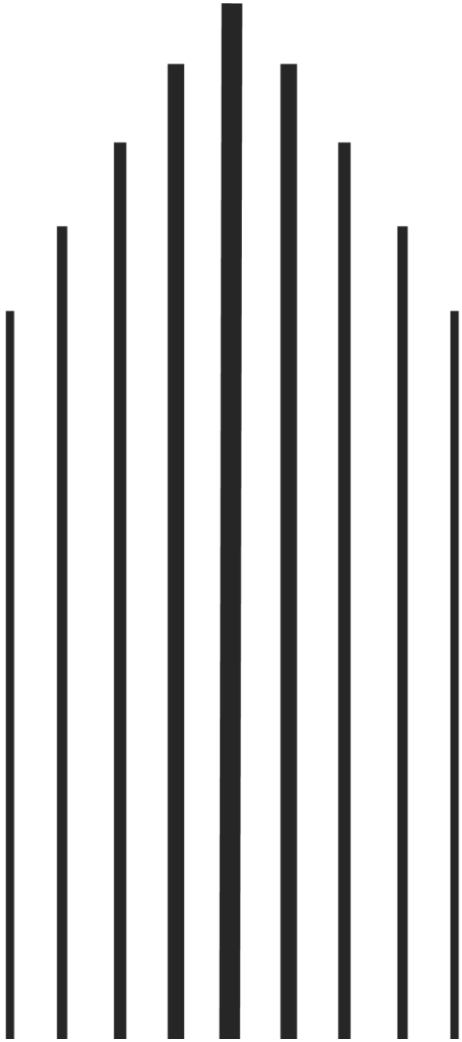
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- Silence any cell phones
- Turn off any source of noise
- Hide behind large items if possible

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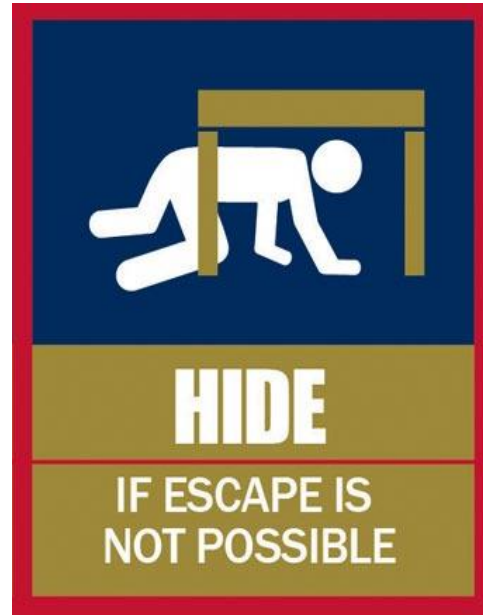
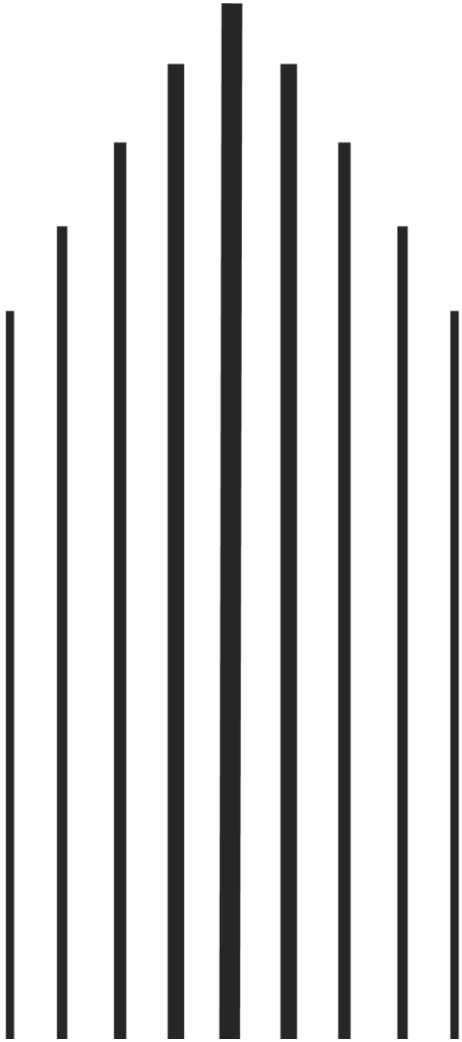
It can be helpful to:

- Lock and/or blockade any doors
- Silence any cell phones
- Turn off any source of noise
- Hide behind large items if possible
- Remain calm and quiet

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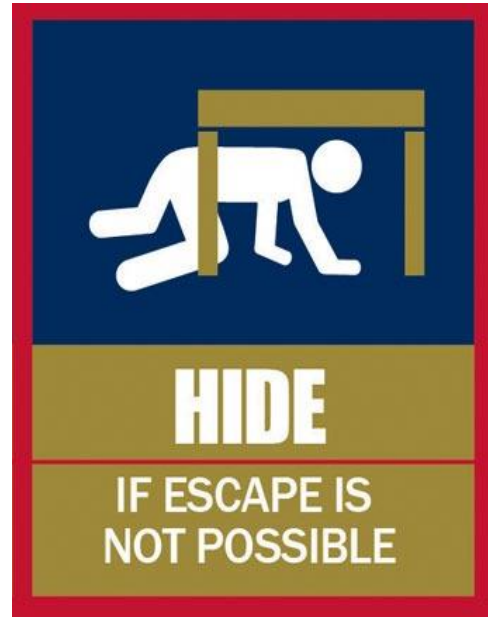
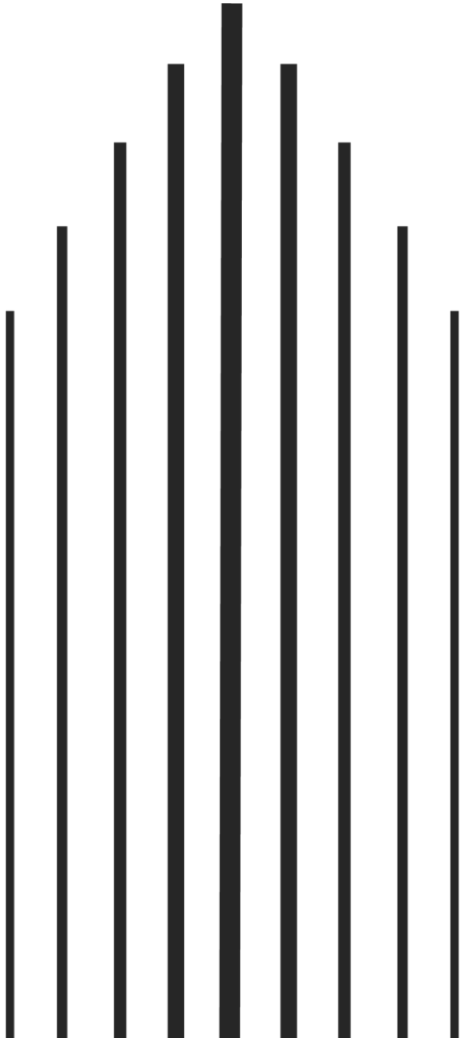
It can be helpful to:

- Lock and/or blockade any doors
- Silence any cell phones
- Turn off any source of noise
- Hide behind large items if possible
- Remain calm and quiet
- Dial 911 if possible to alert the authorities – if you can't speak leave the line open for them to listen.

## Active Shooter/Hostile Person

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you!

Remain quiet.

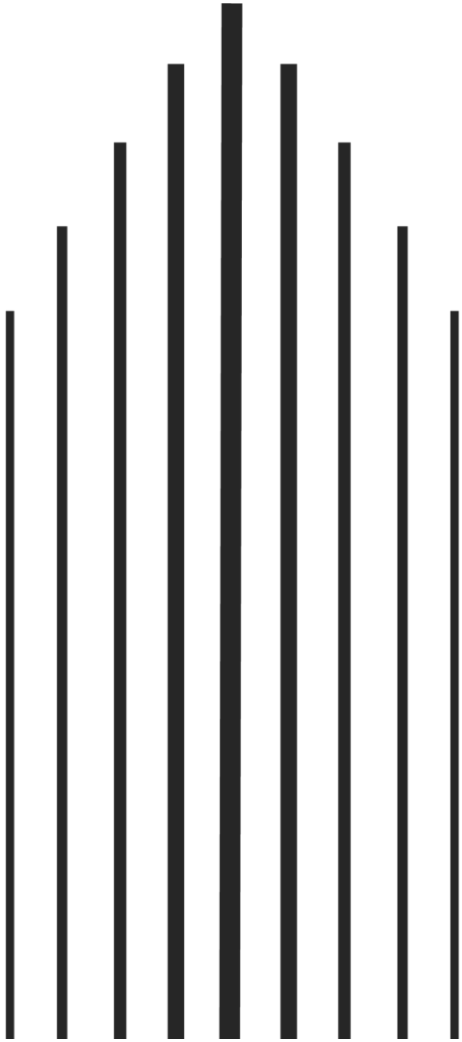


- ALSO...
- Do not respond to knocks on doors
  - If someone claims they are police, or an authority, only respond if ID is presented. Police should provide two pieces of ID.
  - You can also confirm credentials via 911.

## Active Shooter/Hostile Person

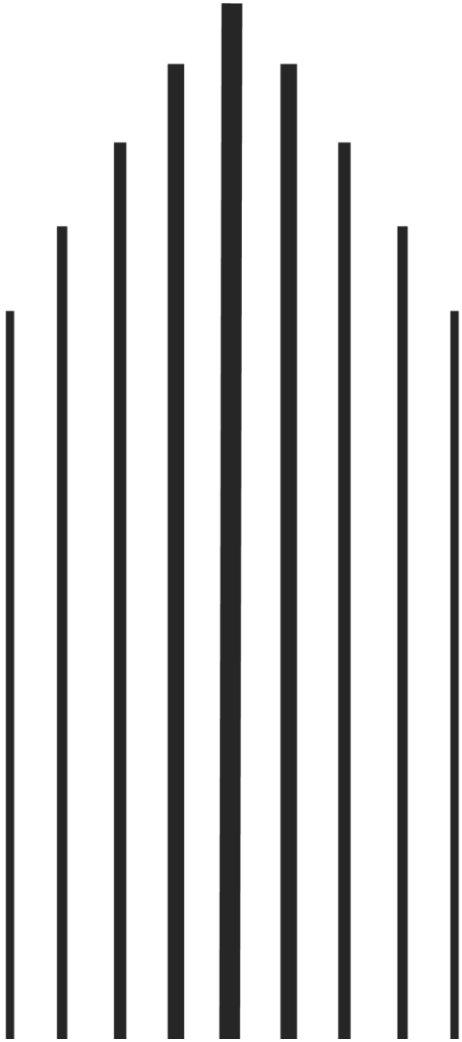
If evacuation is not possible, find a place to hide where the active shooter is less likely to find you!  
Remain quiet.





## **Active Shooter/Hostile Person**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

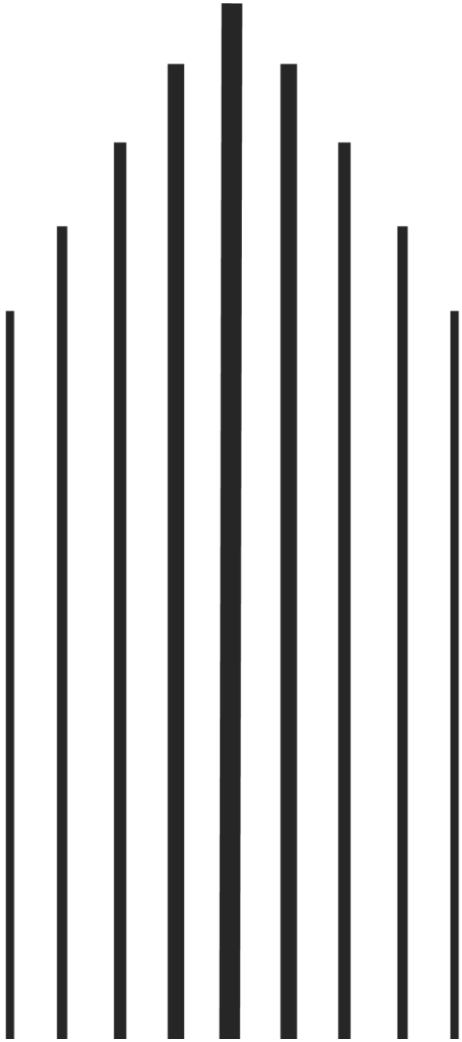


Take action by:

- Acting as aggressively as possible

## **Active Shooter/Hostile Person**

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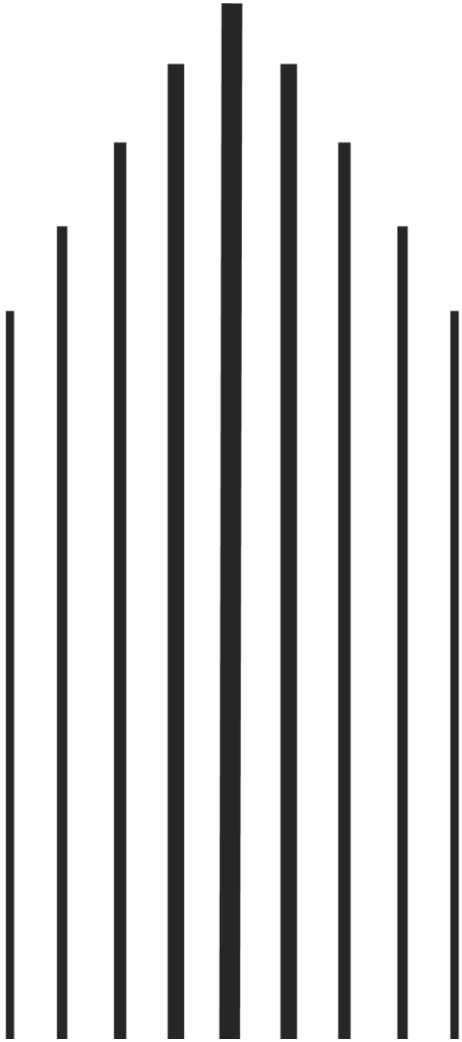


Take action by:

- Acting as aggressively as possible
- Throwing items
- Improvising objects as weapons

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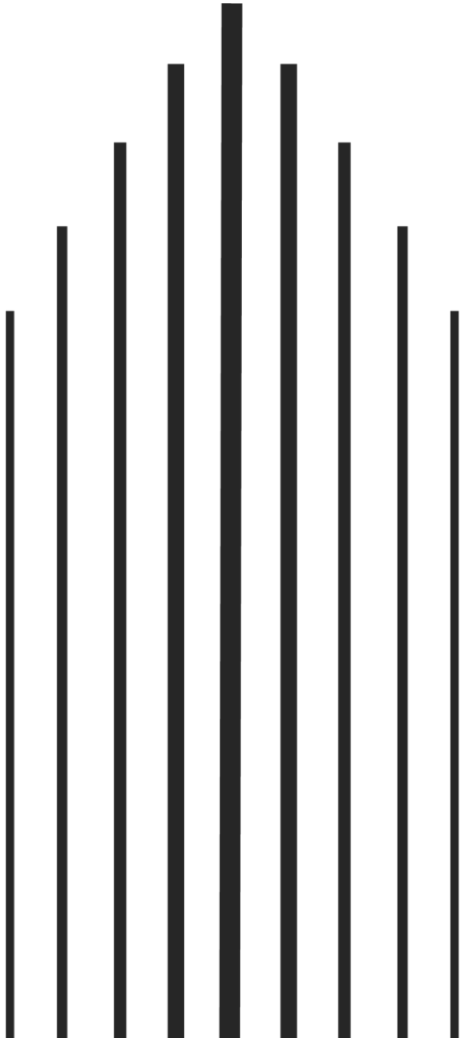


### Take action by:

- Acting as aggressively as possible
- Throwing items
- Improvising objects as weapons
- Yelling
- Fully committing to your actions

## Active Shooter/Hostile Person

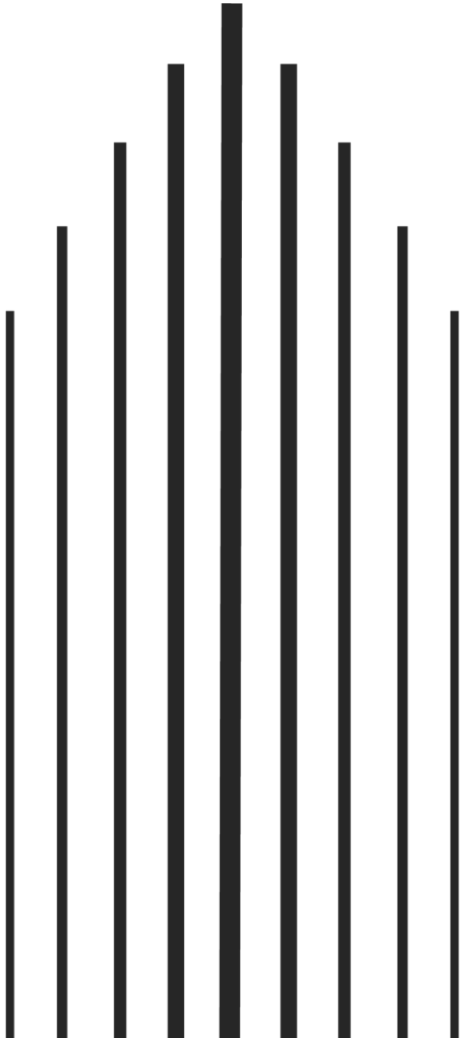
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- Take action by:
- Acting as aggressively as possible
  - Throwing items
  - Improvising objects as weapons
  - Yelling
  - Fully committing to your actions  
DON'T SECOND GUESS YOURSELF!

## Active Shooter/Hostile Person

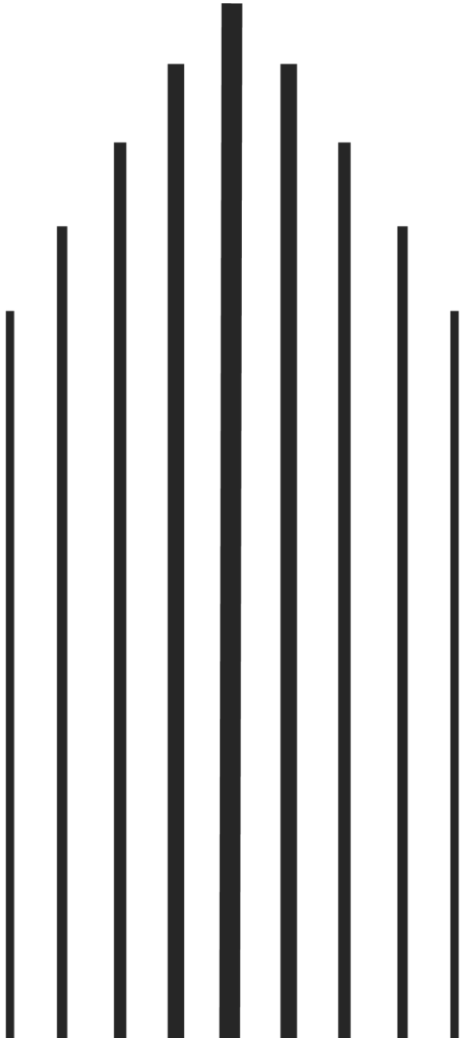
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.



		
<b>RUN/ESCAPE</b>	<b>HIDE</b>	<b>FIGHT</b>
IF POSSIBLE	IF ESCAPE IS NOT POSSIBLE	ONLY AS A LAST RESORT

## When The Police Arrive

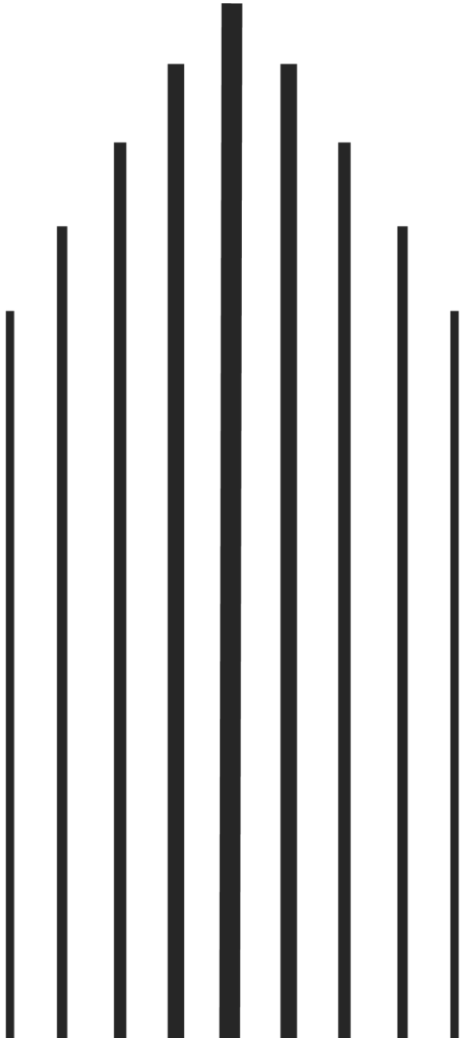
Their priority will be to stop the shooter. Remain calm, follow instructions, put items down, keep hands visible, avoid quick movements and noise.



		
<b>RUN/ESCAPE</b>	<b>HIDE</b>	<b>FIGHT</b>
IF POSSIBLE	IF ESCAPE IS NOT POSSIBLE	ONLY AS A LAST RESORT

## When The Police Arrive

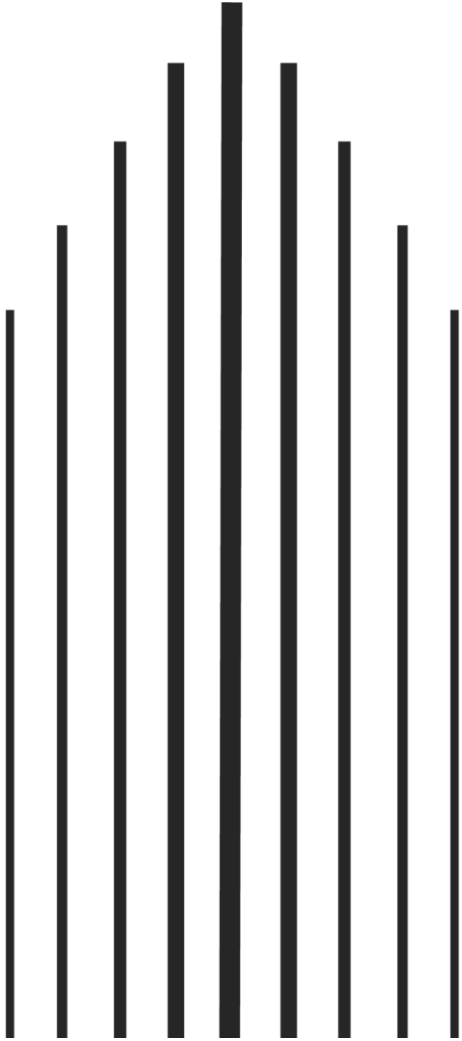
Keep in mind, they will want to interview witnesses and talk to anyone who may have information about the shooter (or hostile individual).



		
<b>RUN/ESCAPE</b>	<b>HIDE</b>	<b>FIGHT</b>
IF POSSIBLE	IF ESCAPE IS NOT POSSIBLE	ONLY AS A LAST RESORT

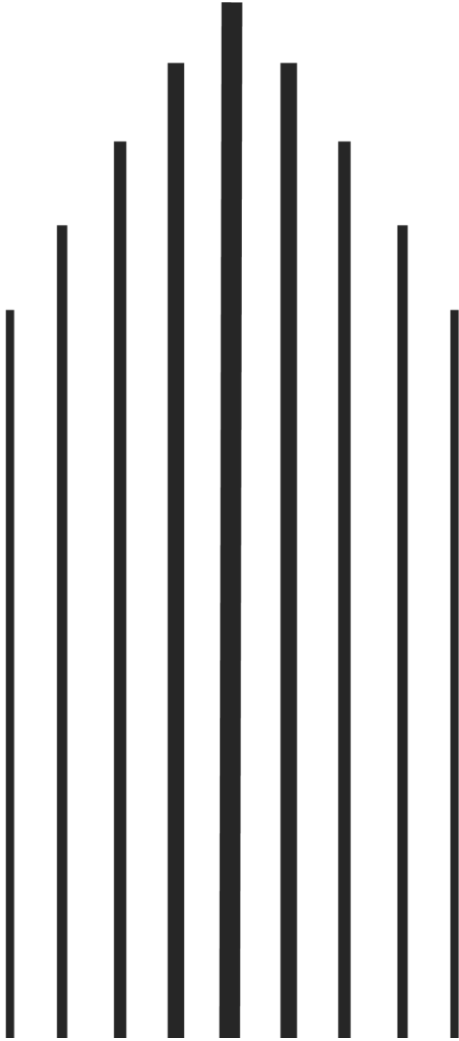
**Active Shooter/Hostile Person**  
**Q&A**





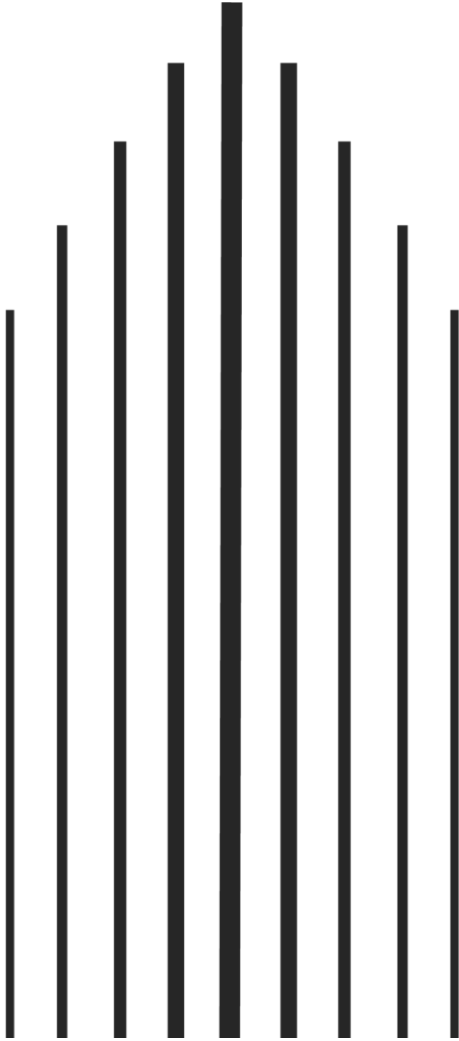
## **Fire Emergencies**

The Units and individual rooms within buildings such as Park Tower, are generally safe with walls built to withstand a fire from the other side around 3 hours.



## **Fire Emergencies**

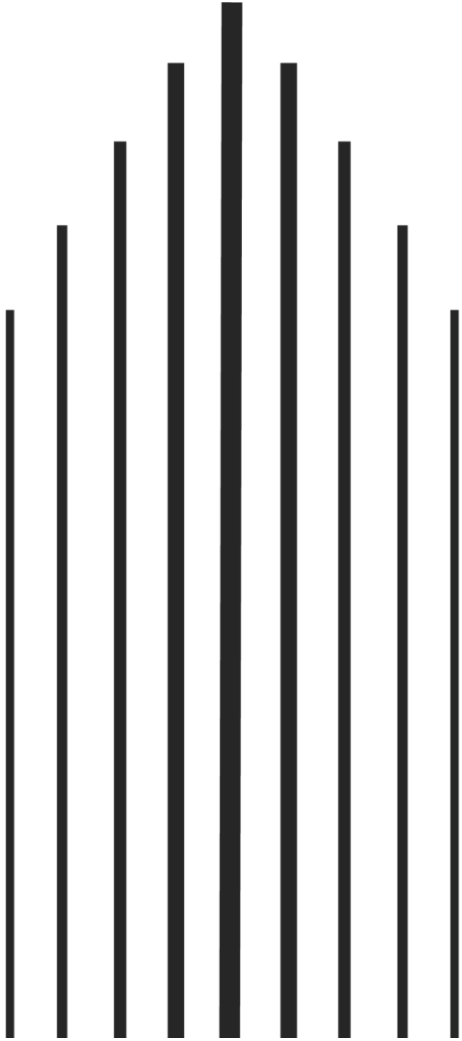
But we are trained to expect it's not a matter of IF, but WHEN an event will happen. And they can be chaotic and unpredictable despite the construction.



**C.A.L.M.**

## **Fire Emergencies**

Remaining CALM, preparing yourself and remembering a some simple steps can help you in the event the worst happens.



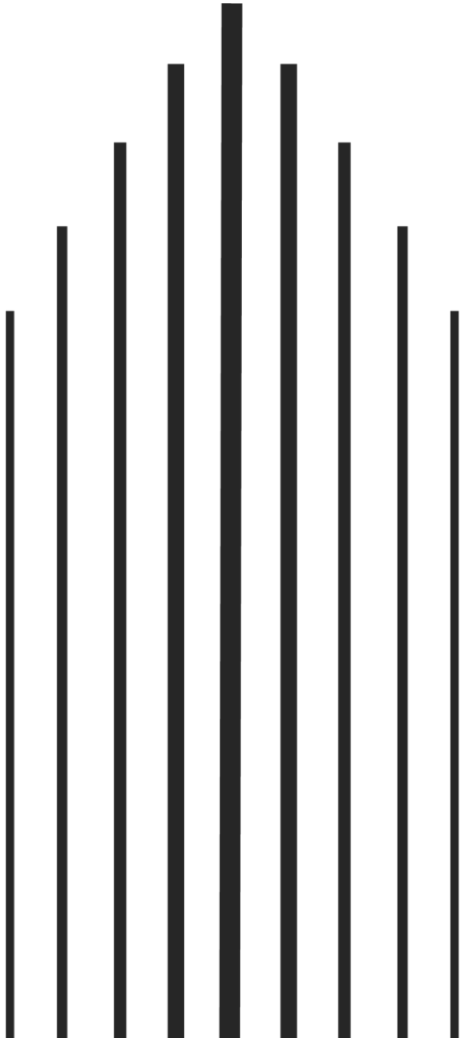
**C.A.L.M.**

## The “CALM” Method

- C = Call 911

## **Fire Emergencies**

See fire? Smell smoke? Call 911 and provide as much information as possible about the event.  
Answer questions and follow any instructions.

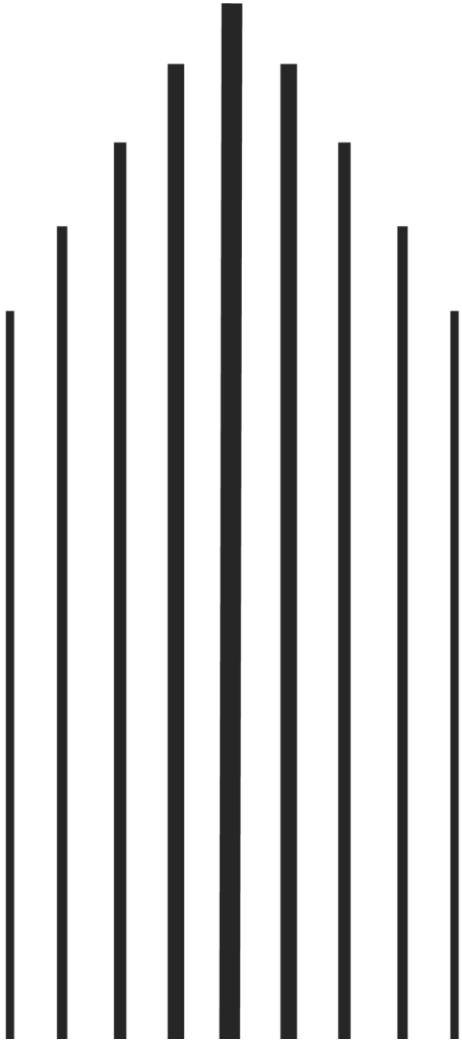


### The "CALM" Method

- C = Call 911
- A = Alert Management

## Fire Emergencies

911 is the priority, but once they are alerted, call the lobby front desk at 773-769-3083, and provide same details, and any information from 911 dispatcher.



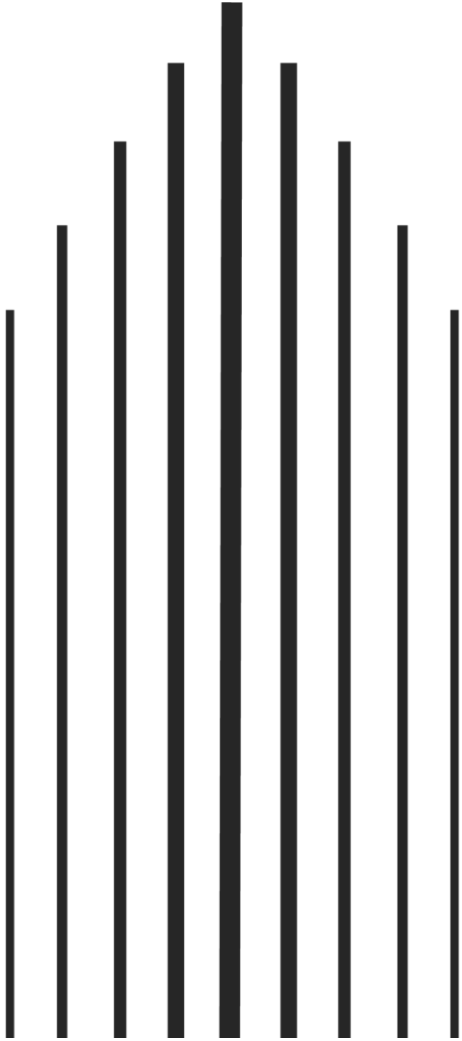
**C.A.L.M.**

### The “CALM” Method

- C = Call 911
- A = Alert Management
- L = Listen For Instructions

## **Fire Emergencies**

Whether via 911, hallway announcements, Channel 195, e-mail, texts, Police or CFD in the hallway, stay aware and alert, and await instructions.



**CALM.**

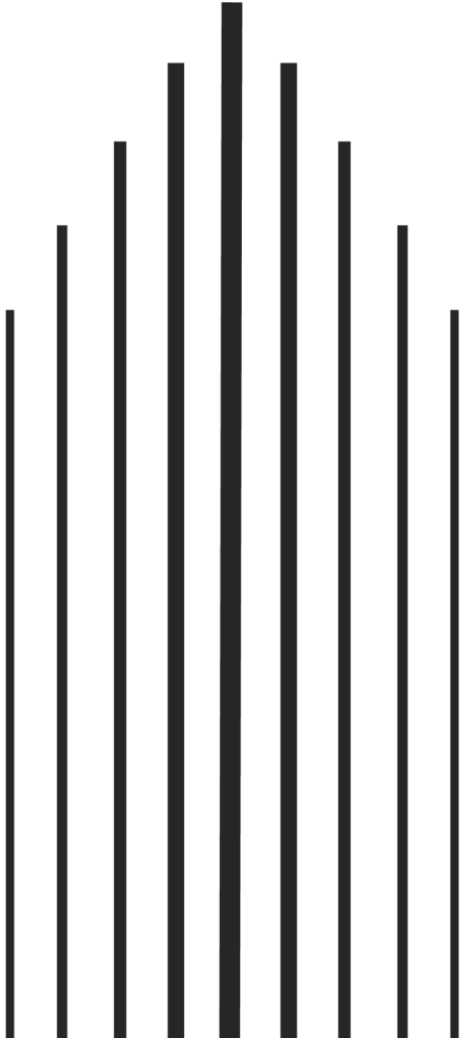
### The “CALM” Method

- C = Call 911
- A = Alert Management
- L = Listen For Instructions
- M = Move quickly when in immediate danger or instructed to evacuate

## **Fire Emergencies**

Once you are given instructions, or if you are in apparent immediate danger, move with purpose.

Don't second guess, just go!



**C.A.L.M.**

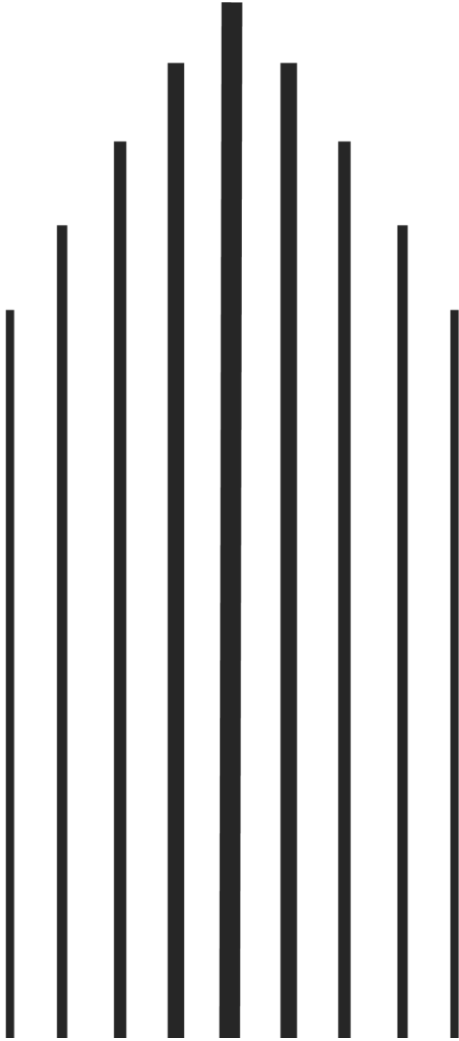
### Fire within your Unit?

- Exit quickly, closing the door, take your keys

## Fire Emergencies

If there is a fire within your unit, and we don't mean something easily smothered like burnt toast, don't wait...leave quickly and close the door behind you.





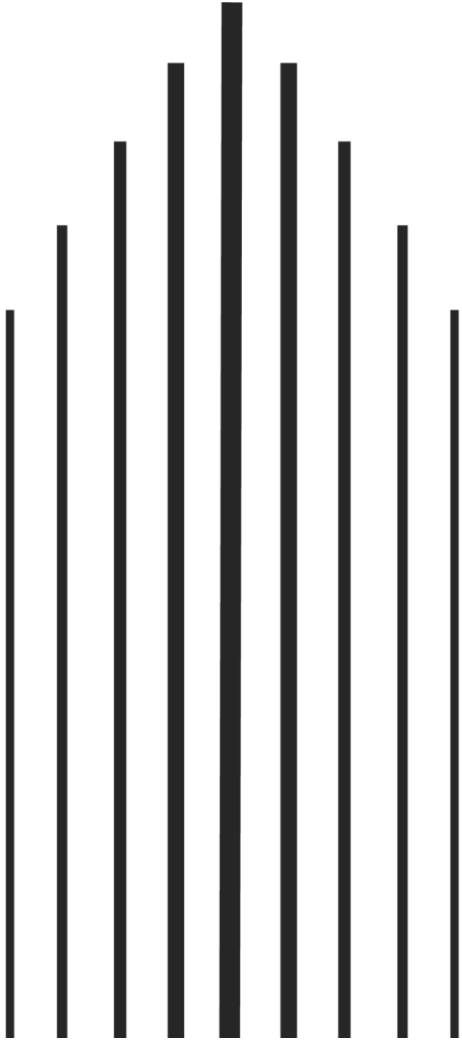
**C.A.L.M.**

### Fire within your Unit?

- Exit quickly, closing the door, take your keys
- DO NOT LOCK THE DOOR!

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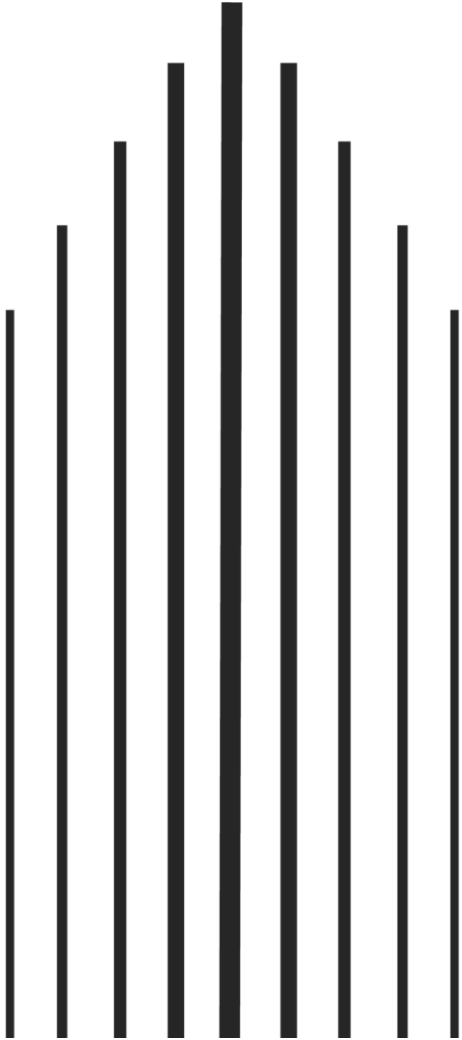
**C.A.L.M.**

### Fire within your Unit?

- Exit quickly, closing the door, take your keys
- DO NOT LOCK THE DOOR!
- Take the nearest stairwell, DO NOT TAKE AN ELEVATOR!

## Fire Emergencies

If there is a fire within your unit, and we don't mean something easily smothered like burnt toast, don't wait...leave quickly and close the door behind you.



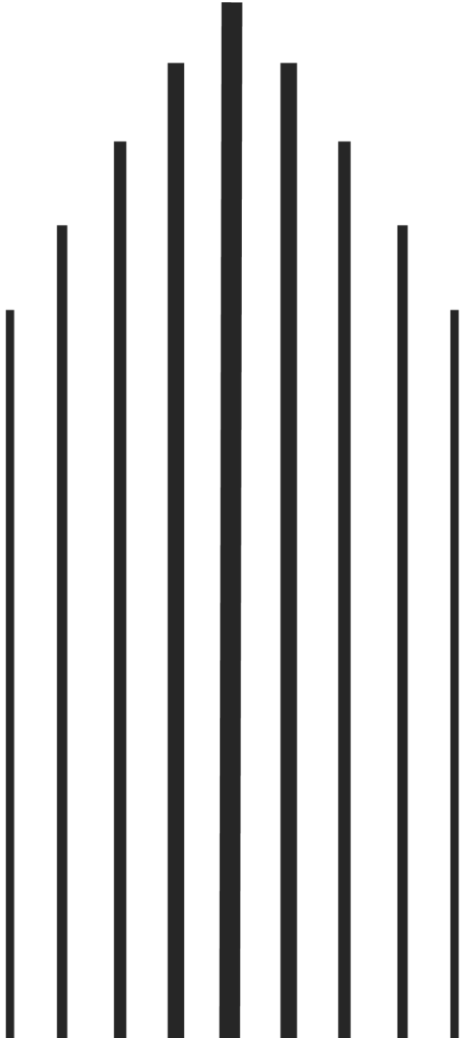
**CALM.**

### Fire within your Unit?

- Exit quickly, closing the door, take your keys
- DO NOT LOCK THE DOOR!
- Take the nearest stairwell, DO NOT TAKE AN ELEVATOR!
- If your exit is blocked or the door is hot to the touch, the best place is within a room behind a closed door

## Fire Emergencies

If there is a fire within your unit, and we don't mean something easily smothered like burnt toast, don't wait...leave quickly and close the door behind you.



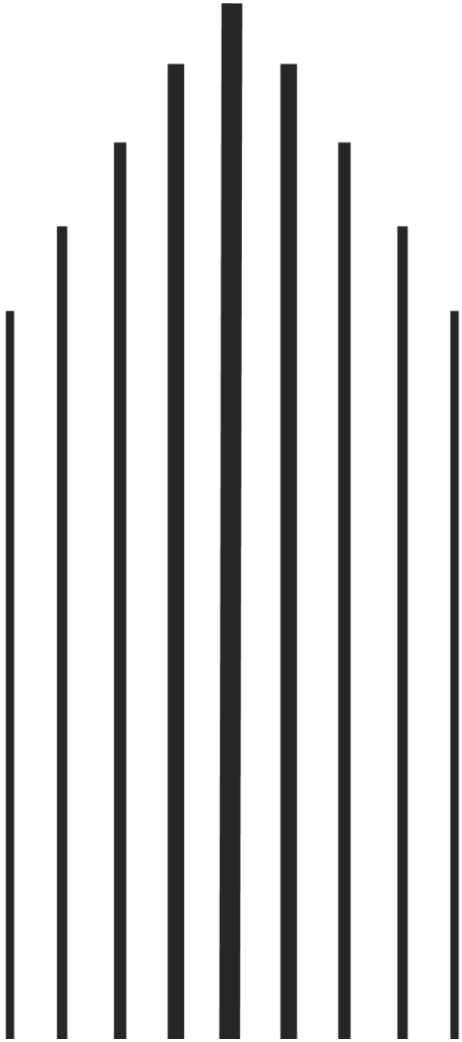
**C.A.L.M.**

### Immediate Danger/Evacuation?

- Test the door
- If it is not hot to the touch, open in a crack to determine smoke conditions

## Fire Emergencies

If you believe you are in immediate danger, or receive instructions to evacuate, move with purpose, testing the door before leaving.



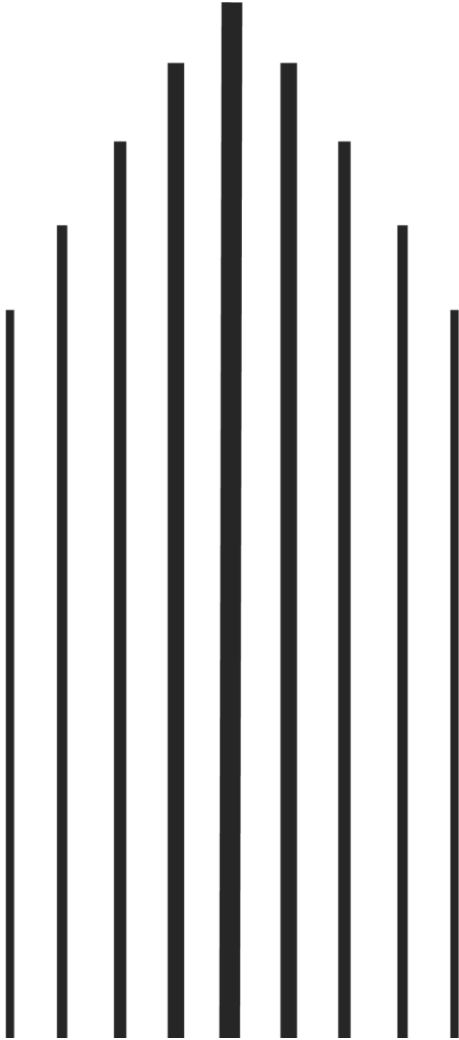
**C.A.L.M.**

### Immediate Danger/Evacuation?

- Test the door
- If it is not hot to the touch, open in a crack to determine smoke conditions
- If corridor can be used, MOVE, and do not lock the door

## Fire Emergencies

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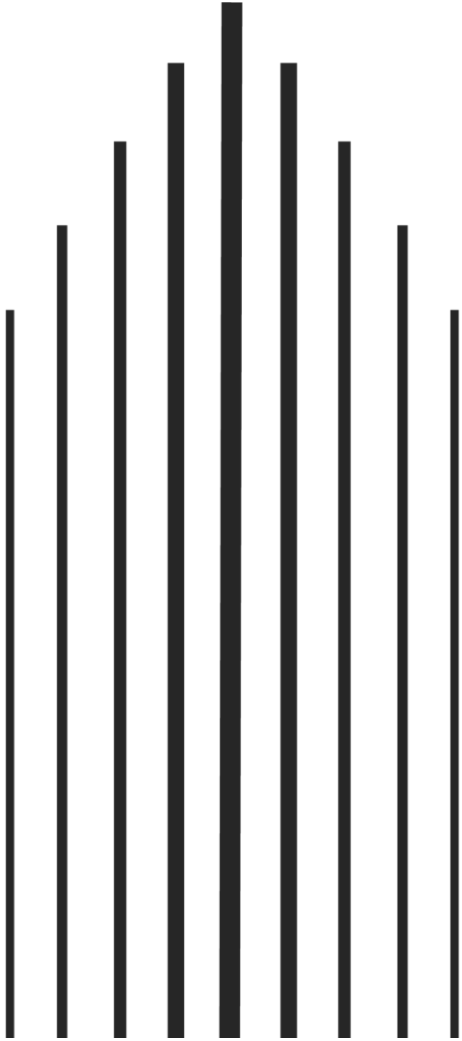
**C.A.L.M.**

### Immediate Danger/Evacuation?

- Test the door
- If it is not hot to the touch, open in a crack to determine smoke conditions
- If corridor can be used, MOVE, and do not lock the door
- DO NOT use an elevator; take stairs
- Alert neighbors as you go

## Fire Emergencies

If you believe you are in immediate danger, or receive instructions to evacuate, move with purpose, testing the door before leaving.



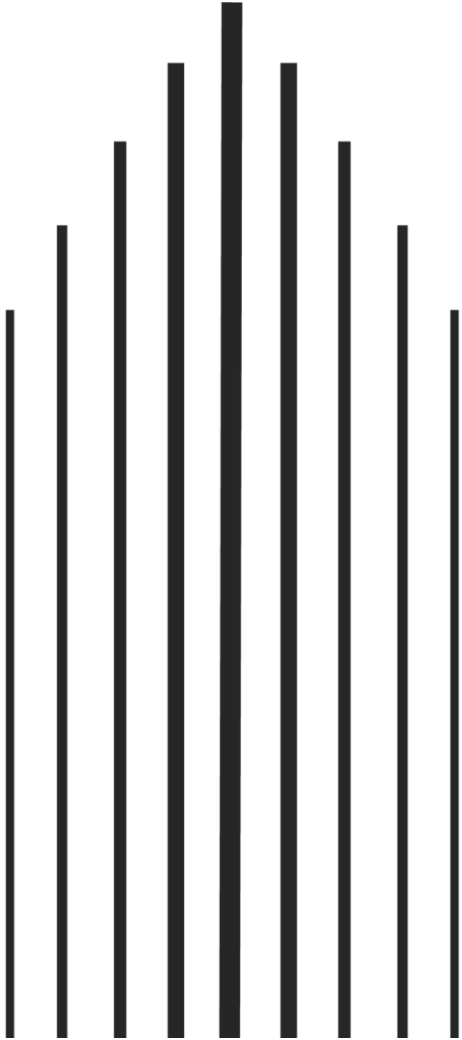
**C.A.L.M.**

### Immediate Danger/Evacuation?

- If the door is hot or the corridor is filled with smoke, close the door and place a wet towel at the base of the door. If possible, seal the cracks with duct tape.

## Fire Emergencies

If you must remain in your unit, a wet towel and duct tape will come in handy. You can open a window slightly, but be aware of fire or smoke.



**C.A.L.M.**

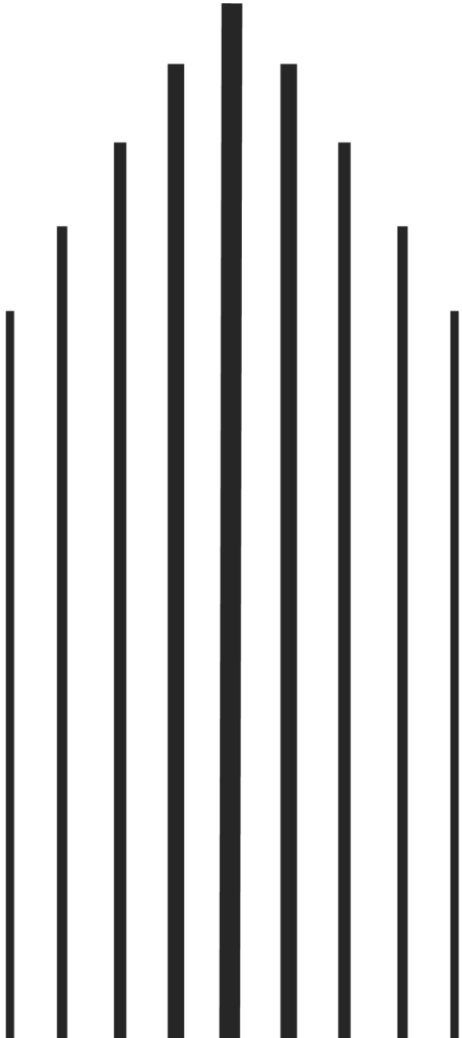
### Immediate Danger/Evacuation?

- If the door is hot or the corridor is filled with smoke, close the door and place a wet towel at the base of the door. If possible, seal the cracks with duct tape.
- If smoke is entering, open a window slightly and remain close to the floor
- Consider outside smoke or flames

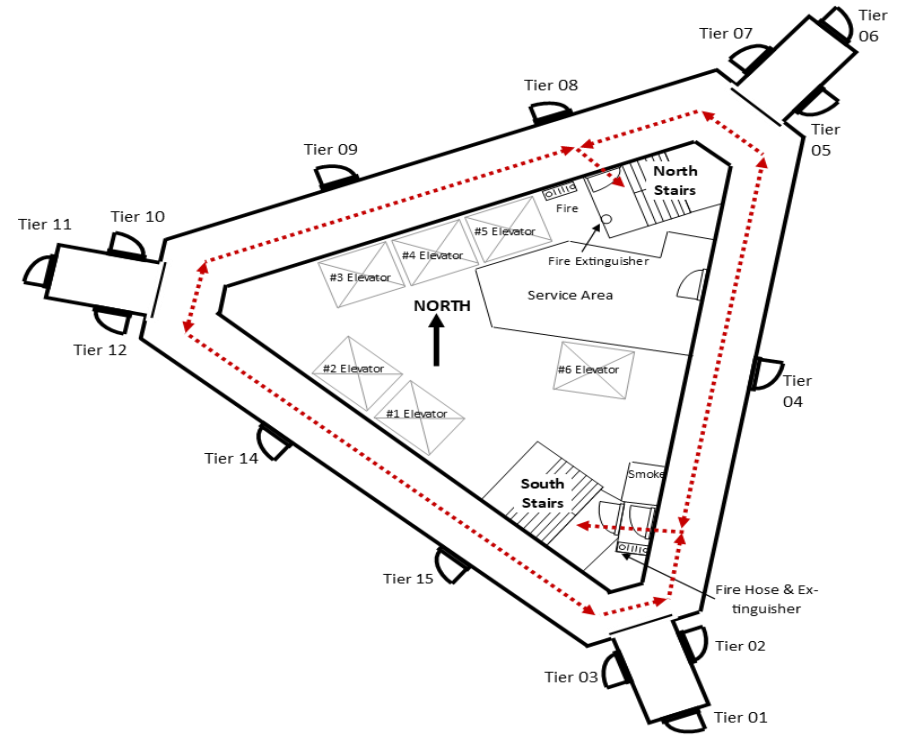
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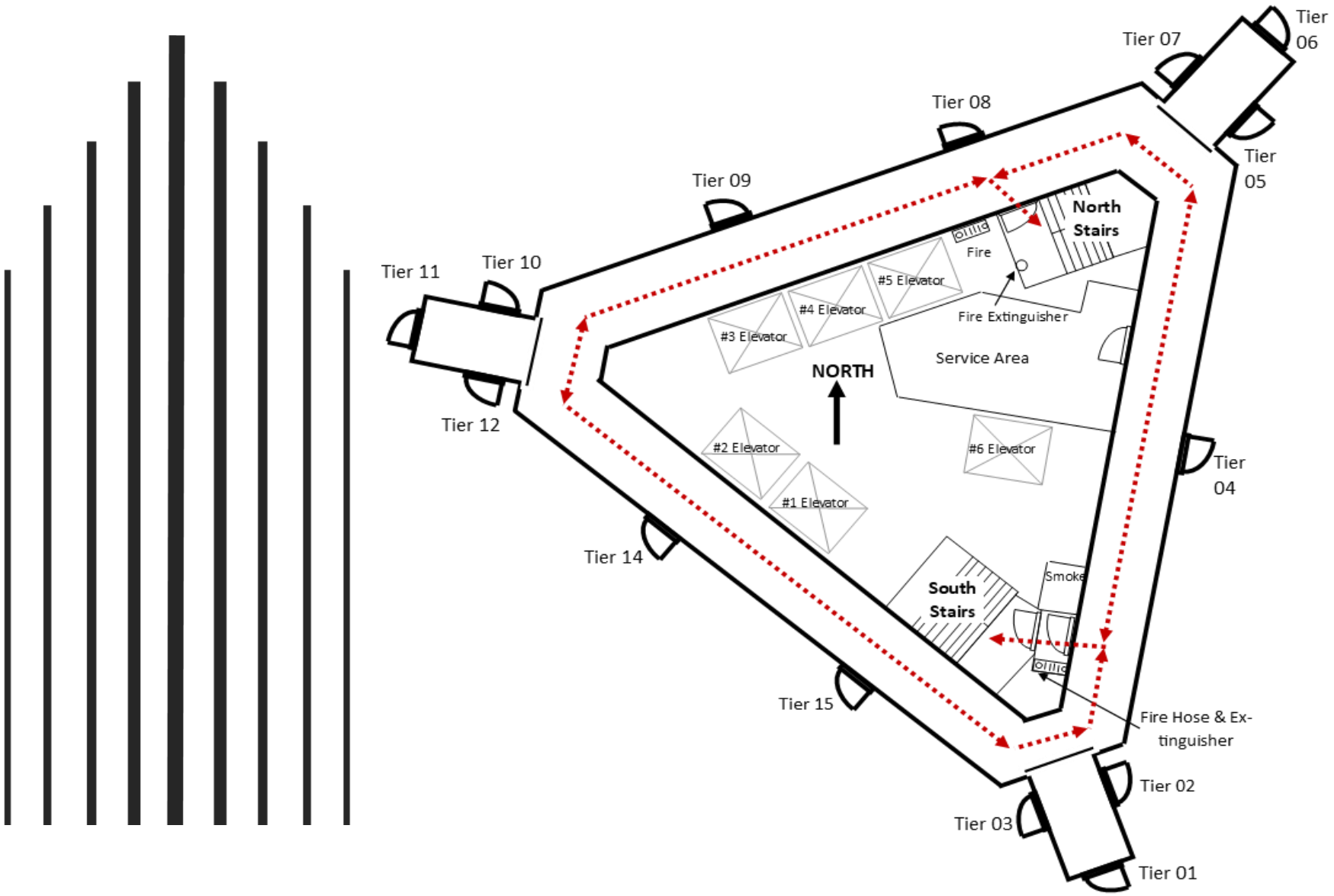


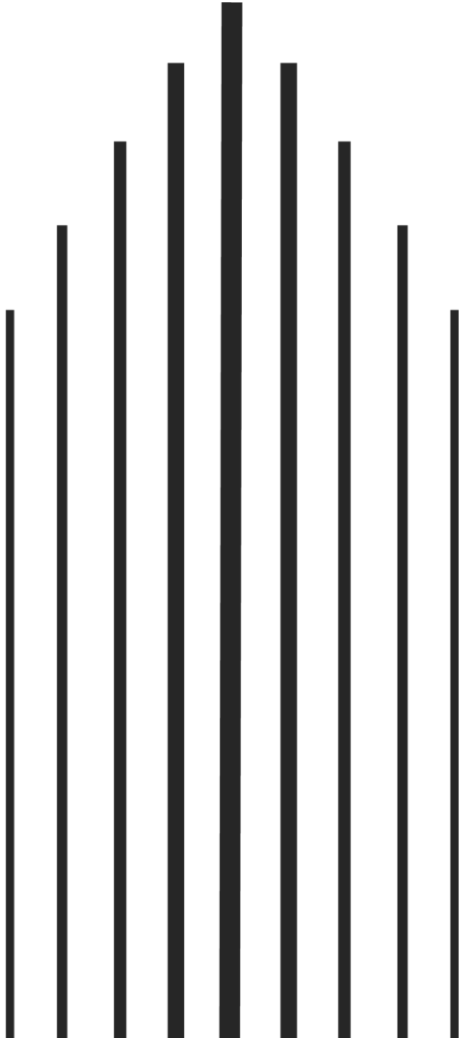
**C.A.L.M.**



## Fire Emergencies

Know the hallway layout and the location of the stairs versus your unit. Memorize the route to the nearest stairs. It will be tough with smoke present.





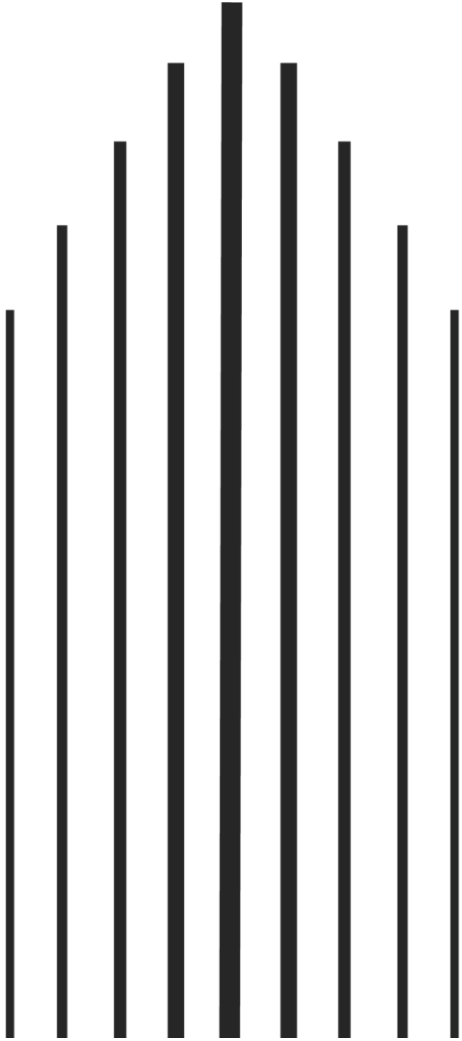
**CALM.**

### **What if it is burning toast?**

Well, residents need to judge household events as best as possible. If anything seems even a slight bit out of control – if you don't think you can smother the fire - call 911 and get out. Take your keys, close but do not lock the door.

## **Fire Emergencies**

There are naturally some what ifs, whys and how comes. Events like this are unpredictable, but try to prepare and remember the basics, always. CALM.



**CALM.**

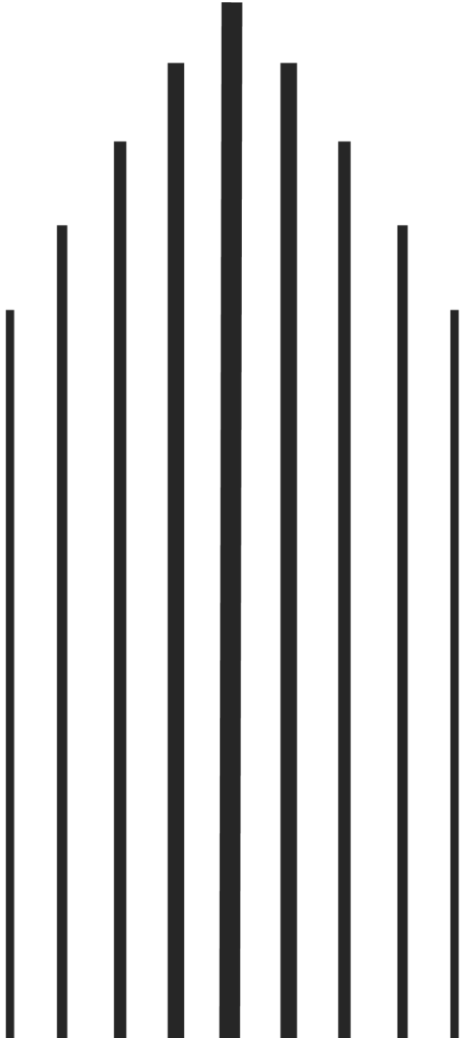
### **What if there is a call to evacuate?**

Follow the basics. Stay calm, move quickly, follow any instructions. Leave belongings! Take the stairs and do so as calmly and orderly as possible.

PLEASE DO NOT LOITER IN THE LOBBY  
As that will be a command center.

## **Fire Emergencies**

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**CALM.**

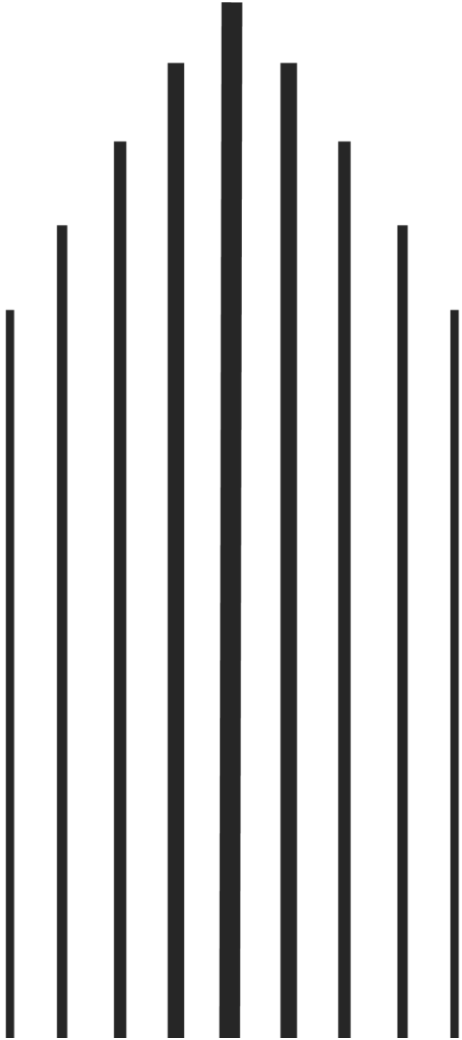
### **What if there is a call to evacuate?**

In the absence of specific instructions, for smaller events the meeting place for evacuation shall be at the northeast corner of the mall under the skylight.

PLEASE DO NOT LOITER IN THE LOBBY  
As that will be a command center!!

## **Fire Emergencies**

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**CALM.**

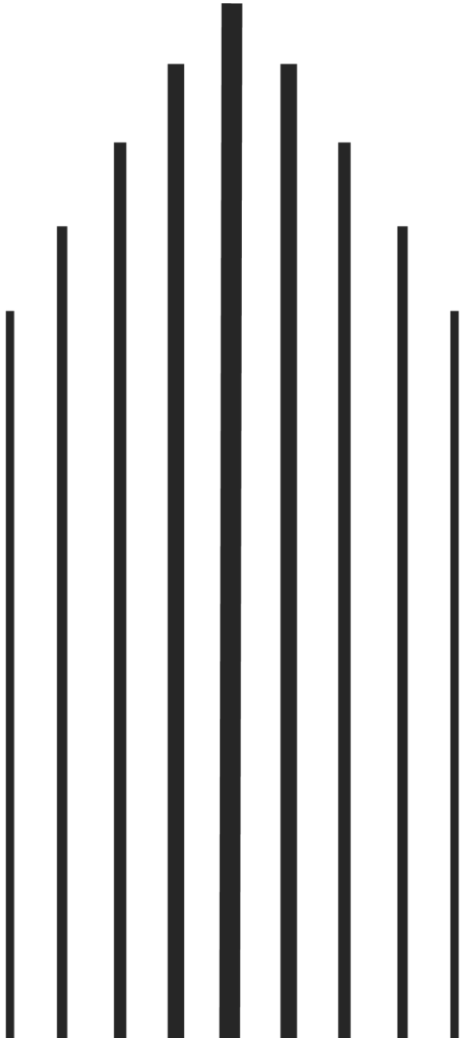
### **What if there is a call to evacuate?**

For larger events the meeting place for evacuation shall be outside in the park, just past the entrance off the driveway, by the building's northeast corner.

**PLEASE DO NOT LOITER IN THE LOBBY  
As that will be a command center!!**

## **Fire Emergencies**

There are naturally some what ifs, whys and how comes. Events like this are unpredictable, but try to prepare and remember the basics, always. CALM.



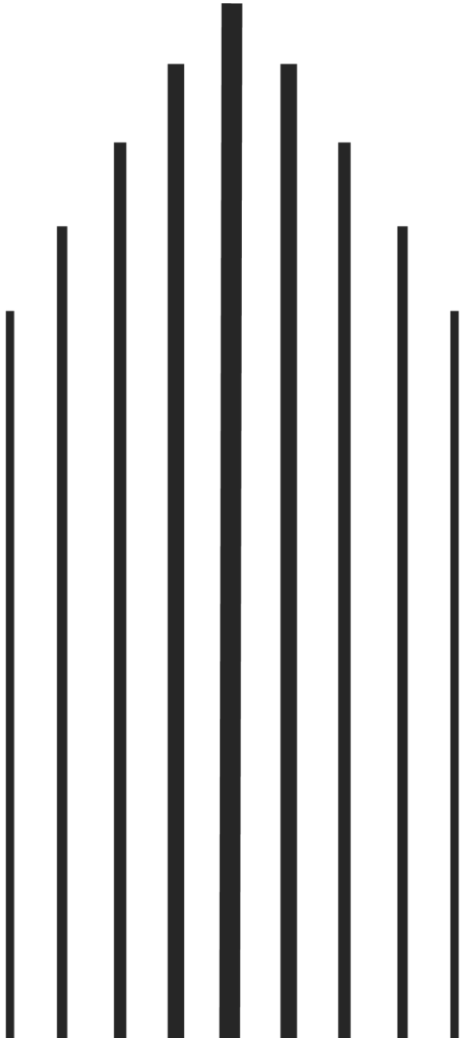
**CALM.**

**What if the fire is in a unit below (or above) me?**

Stay in your unit until you receive instructions otherwise, unless you feel you are in real and immediate danger. Test the door. Check the hall. Proceed from there.

## **Fire Emergencies**

There are naturally some what ifs, whys and how comes. Events like this are unpredictable, but try to prepare and remember the basics, always. CALM.



**CALM.**

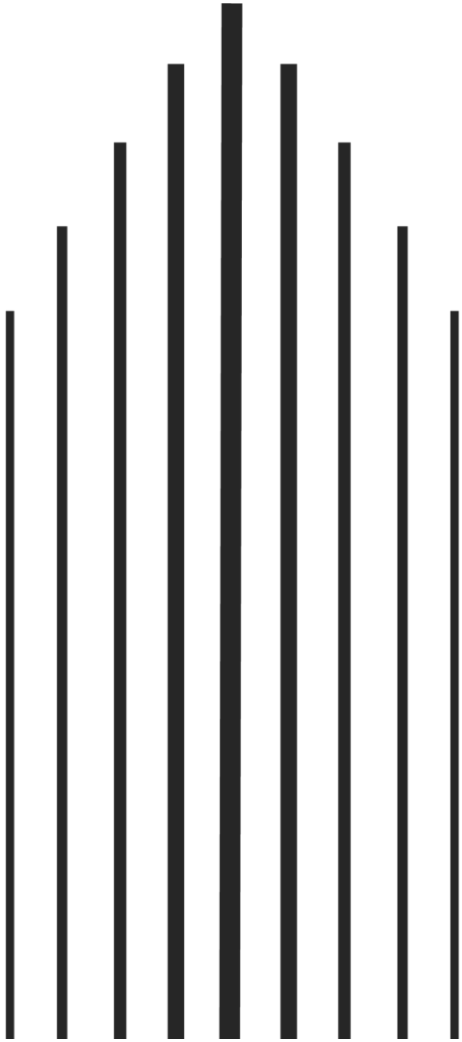
**What if I smell smoke coming from the hall? (Maybe the neighbors burnt toast?)**

Call 911, then call the front desk. Stay in your unit and await any instructions. Some of us are confident in our sense of smell and unless your somehow 1000% certain, better safe than sorry.

## **Fire Emergencies**

There are naturally some what ifs, whys and how comes. Events like this are unpredictable, but try to prepare and remember the basics, always. CALM.





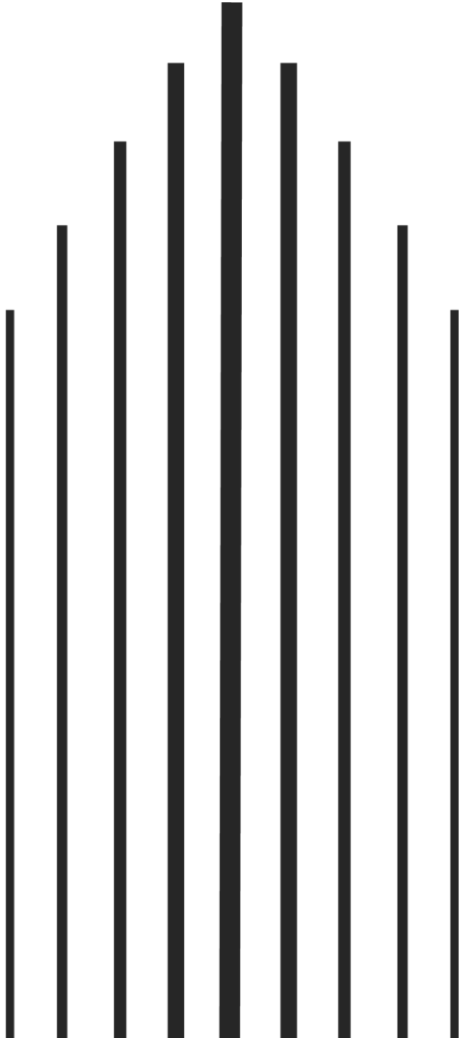
**CALM.**

**What if I see a fire trucks in the Circle Drive or around the building?**

The best thing is to stay calm, always. Please avoid calling the lobby. There are 1500 residents, and if everyone is calling the lobby, it will complicate our ability to respond and coordinate in the event of any potential situation.

## **Fire Emergencies**

There are naturally some what ifs, whys and how comes. Events like this are unpredictable, but try to prepare and remember the basics, always. CALM.



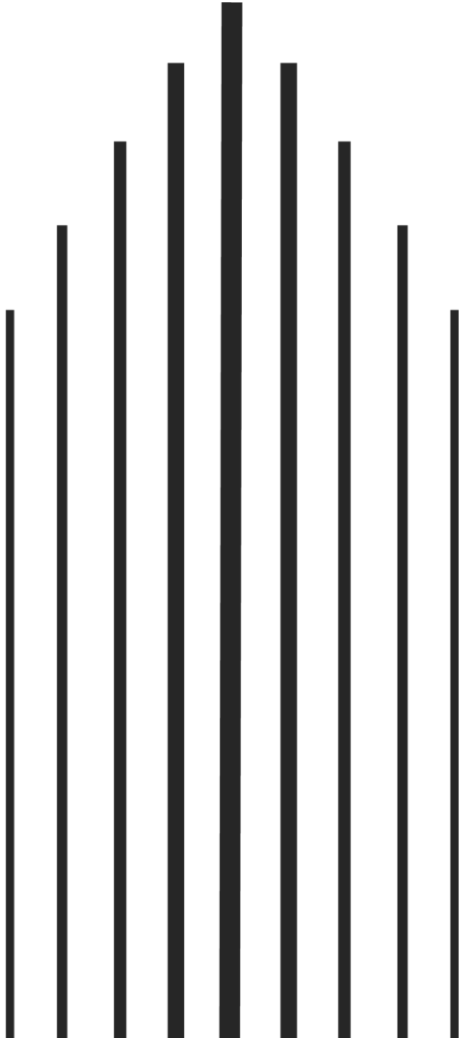
**CALM.**

### **What if I see a fire trucks in the Circle Drive or around the building?**

Responses by the authorities and management will target those who need the information. The best thing you can do, is keep us updated in advance with your contact, e-mail, and subscribe to the text service.

## **Fire Emergencies**

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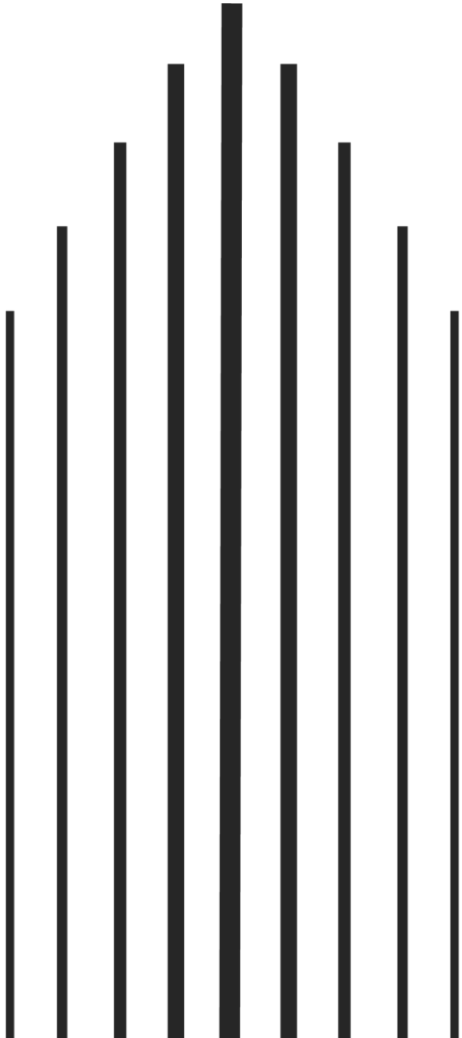
**CALM.**

**What if I see a fire trucks in the Circle Drive or around the building?**

In a truly major event, you can expect CFD to use the announcement system, and management will use the e-mail and texting capabilities.

## **Fire Emergencies**

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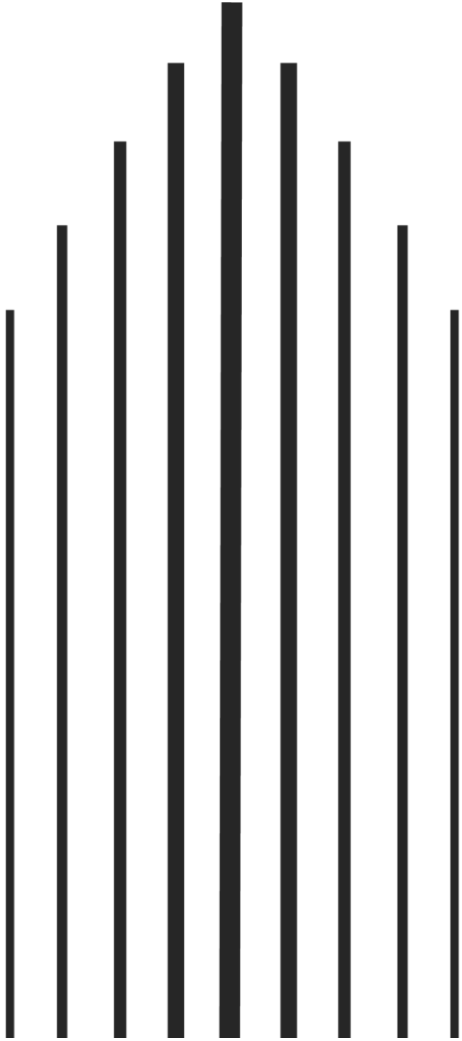
**CALM.**

**What if I see a fire trucks in the Circle Drive or around the building?**

AND REMEMBER, oftentimes there are fire trucks at or around the building, and they are here for nothing to do with a fire. Please avoid calling lobby.

## **Fire Emergencies**

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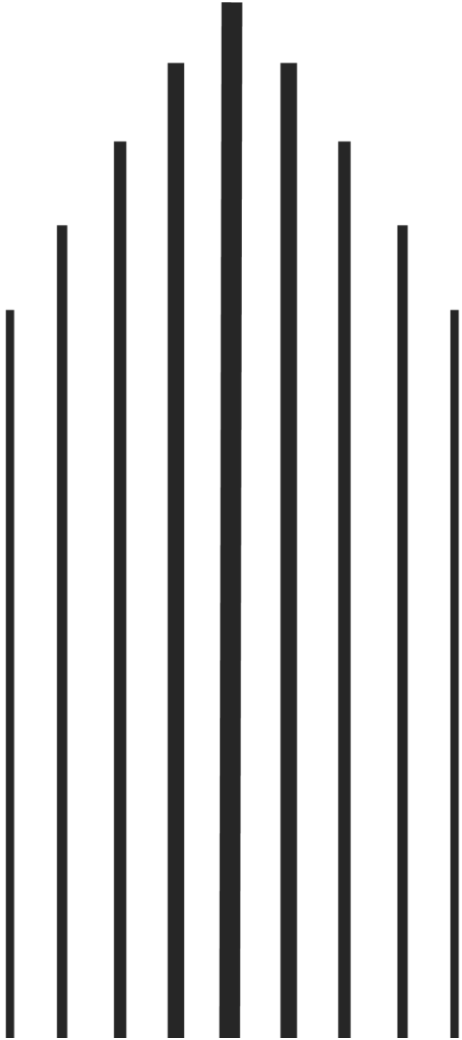
**CALM.**

### **What does our staff do?**

The Park Tower and Admiral Security teams are trained with similar basics. Several employees have been through the City's Fire Safety Director training. Basically, we will do minimal smoke checks, but our priority is to await the authorities and take their instructions.

## **Fire Emergencies**

There are naturally some what ifs, whys and how comes. Events like this are unpredictable, but try to prepare and remember the basics, always. CALM.



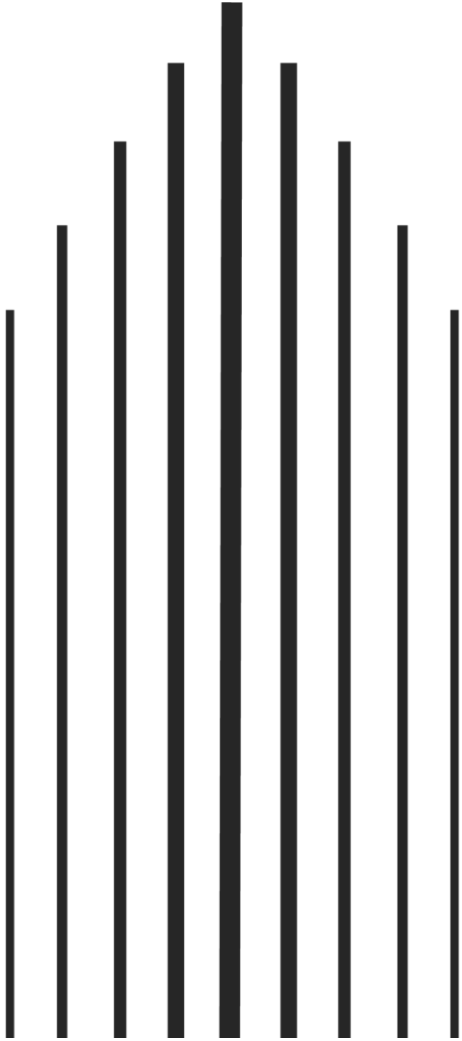
**CALM.**

### **What does our staff do?**

Management will likely be in the lobby and office, coordinating communication efforts and any instructions from the authorities. The staff will be at the disposal of the authorities to help get them where they need to go, and provide any assistance they need.

## **Fire Emergencies**

There are naturally some what ifs, whys and how comes. Events like this are unpredictable, but try to prepare and remember the basics, always. CALM.



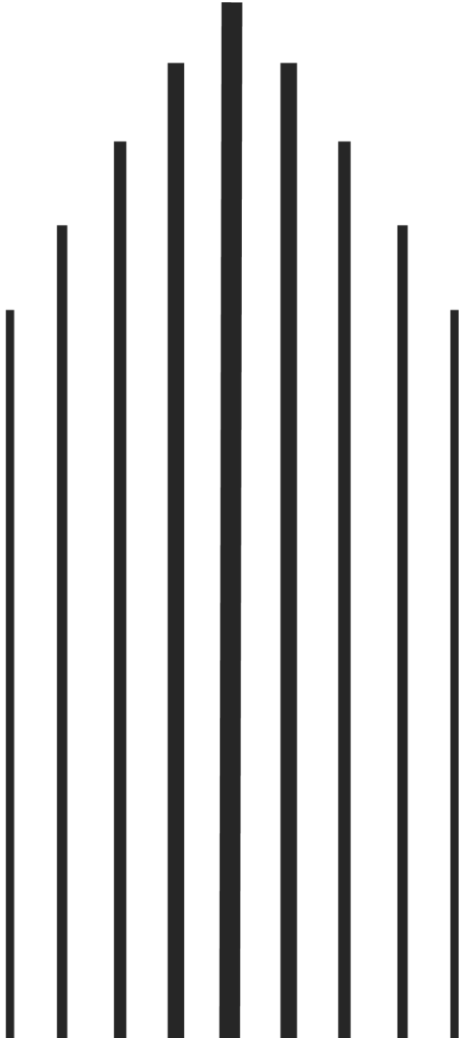
**CALM.**

### **What does our staff do?**

The team also manages, maintains and coordinates inspection and testing of life safety devices throughout the tower; pumps, motors, fire extinguishers, sprinklers and standpipes, signage and lighting.

## **Fire Emergencies**

There are naturally some what ifs, whys and how comes. Events like this are unpredictable, but try to prepare and remember the basics, always. CALM.



**CALM.**

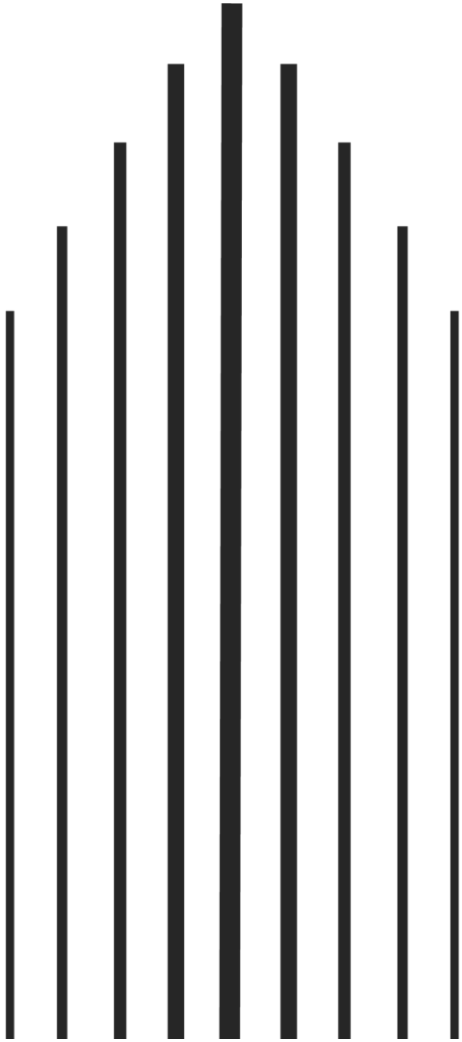
### **How does our staff prepare?**

Management maintains an “Emergency Procedures Manual” which is updated AT LEAST annually and is distributed to employees and reviewed at meetings. It contains a “First Responder Guide” which the CFD will ask to see when they arrive, and lists at risk residents.

## **Fire Emergencies**

There are naturally some what ifs, whys and how comes. Events like this are unpredictable, but try to prepare and remember the basics, always. CALM.



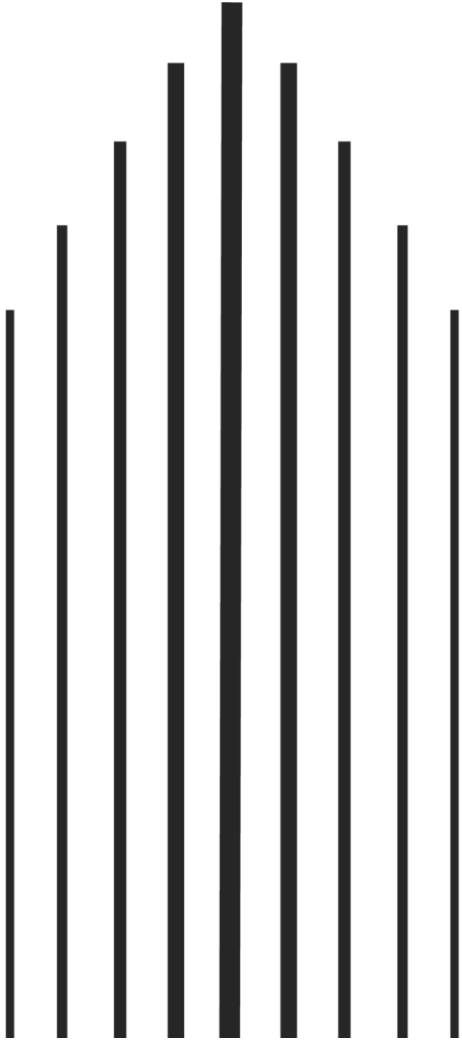


**How does our staff prepare?**

The manual contains information on building safety and guidelines for response to active shooters, electrical outages, fires, health emergencies, severe weather, chemical spills, civil disturbances, pest infestations, bomb threats, floods and elevator incidents.

**Fire Emergencies**

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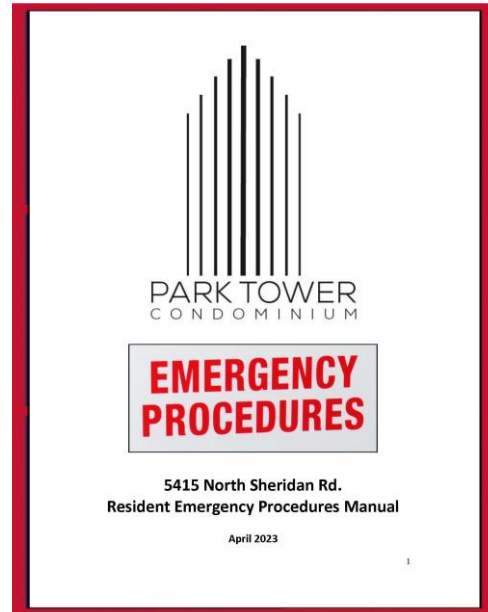
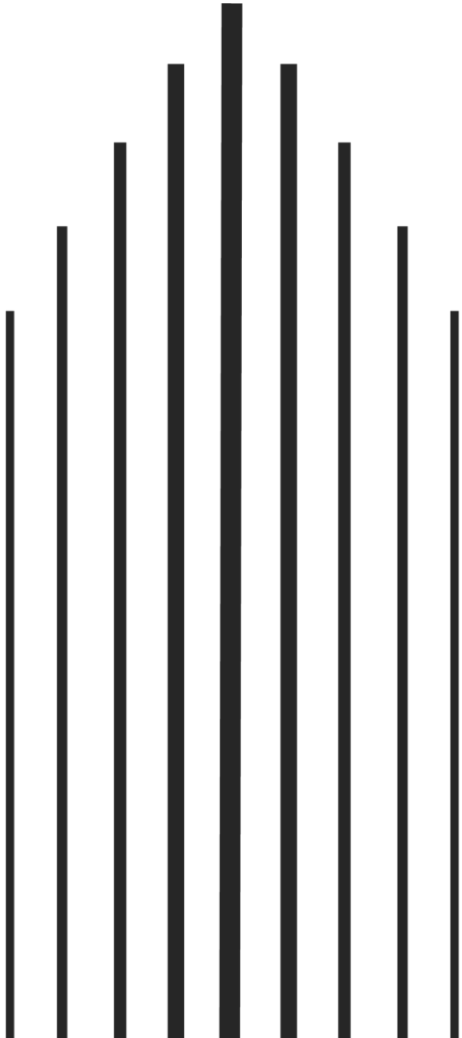
**CALM.**

### **How does our staff prepare?**

They also prepare through the CFD training, and management of the life safety system and devices.

## **Fire Emergencies**

There are naturally some what ifs, whys and how comes. Events like this are unpredictable, but try to prepare and remember the basics, always. CALM.

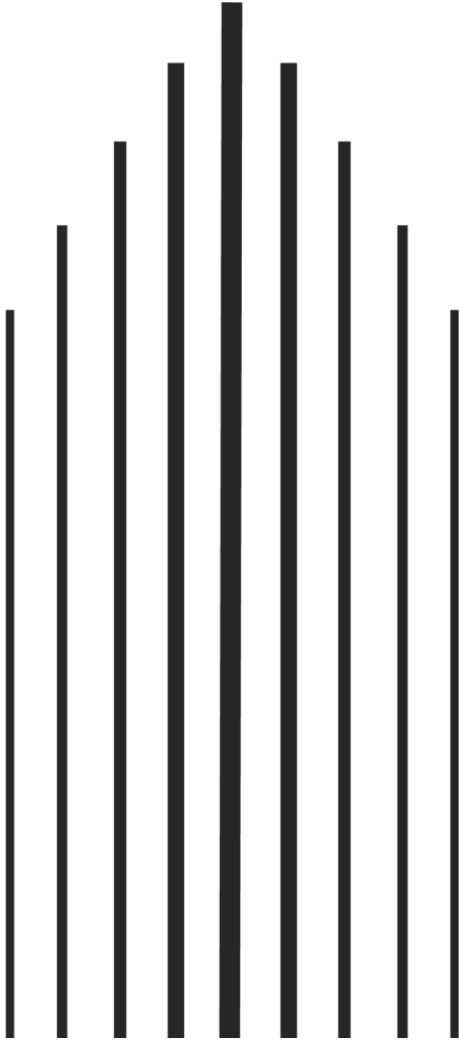


**How can residents better prepare?**

- Read the Resident Procedures Manual; get it online and in office

**Fire Emergencies**

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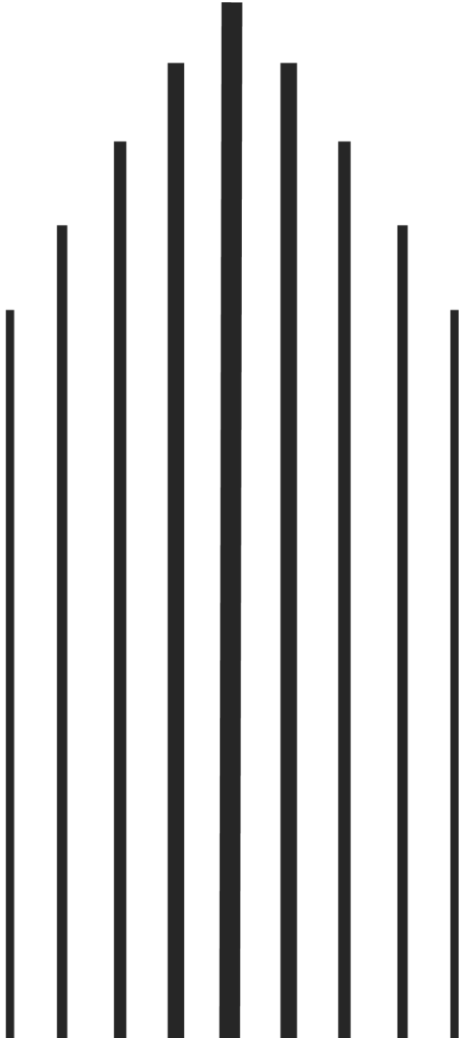
**CALM.**

### **How can residents better prepare?**

- Read the Resident Procedures Manual; get it online and in office
- Make an emergency kit: Duct tape, flashlight, large sharpie, bottled water, scrap light colored towels, supplemental phone charger, etc.
- Get an ABC Rated Fire Extinguisher

## **Fire Emergencies**

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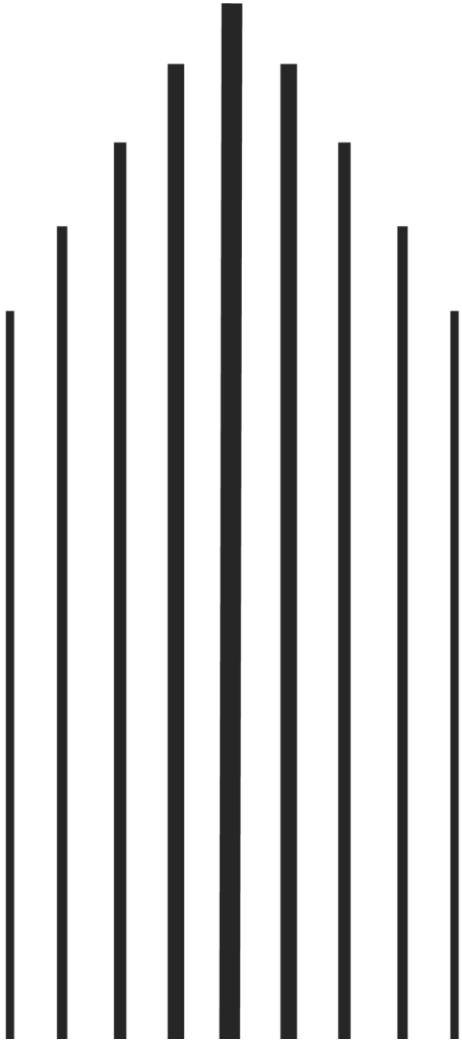
**CALM.**

### **How can residents better prepare?**

- Read the Resident Procedures Manual; get it online and in office
- Make an emergency kit: Duct tape, flashlight, large sharpie, bottled water, scrap light colored towels, supplemental phone charger, etc.
- Get an ABC Rated Fire Extinguisher
- Become a Fire Safety Director!

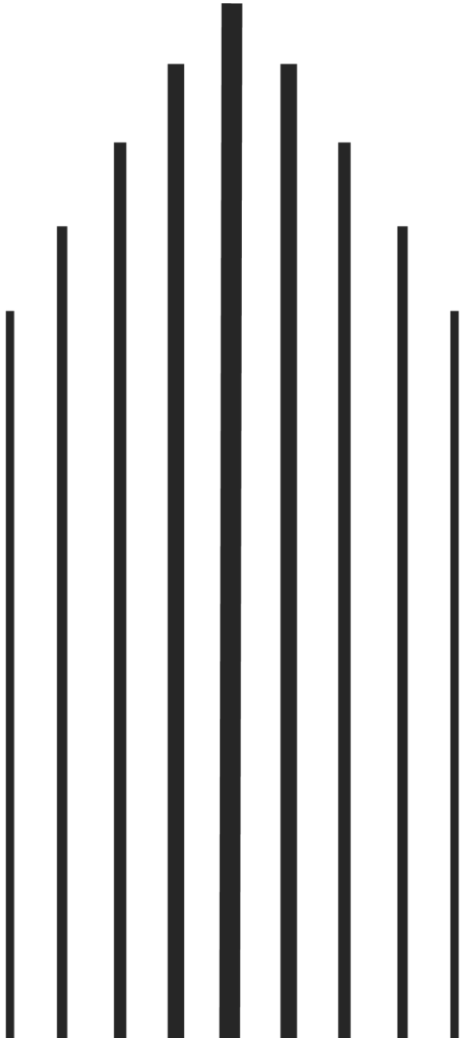
## **Fire Emergencies**

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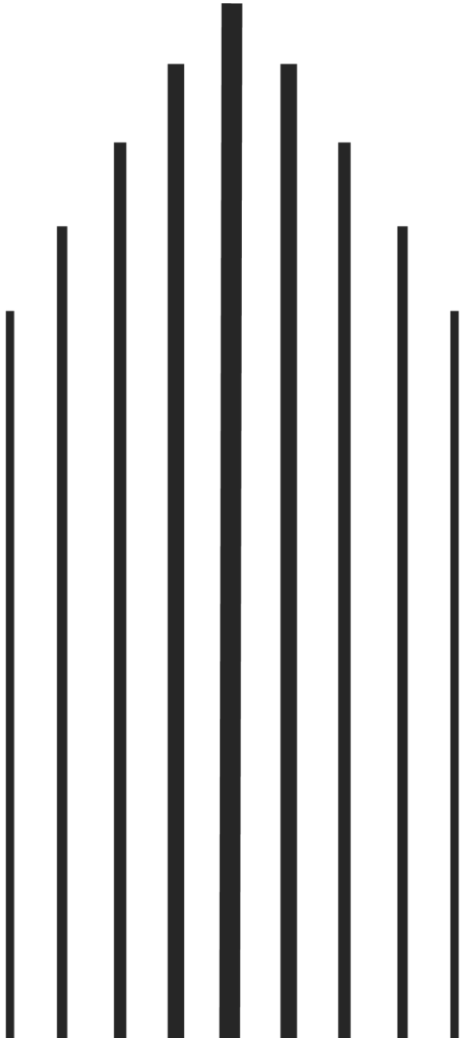
**C.A.L.M.**

**Fire Emergencies**  
**Q&A**



 <p>PARK TOWER CONDOMINIUM</p> <p><b>EMERGENCY PROCEDURES</b></p> <p>5415 North Sheridan Rd. Resident Emergency Procedures Manual</p> <p>April 2023</p>	 <p><b>KEEP CALM</b></p>	 <p>PARK TOWER CONDOMINIUM</p> <p><b>EMERGENCY PROCEDURES</b></p> <p>5415 North Sheridan Rd. Resident Emergency Procedures Manual</p> <p>April 2023</p>
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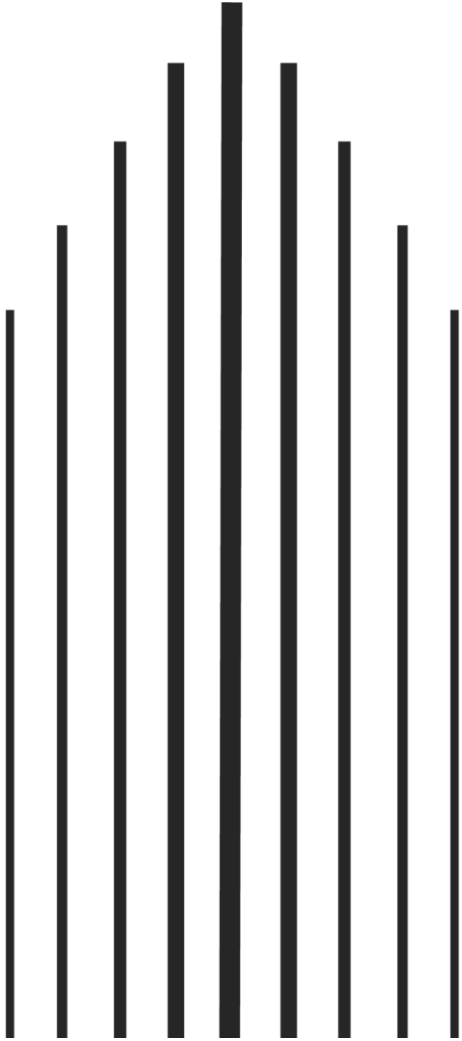
**And Read The  
PTCA Resident  
Emergency Procedures!**



# **EMERGENCY PROCEDURES**

**E-mail questions anytime  
to  
[parktowercondo-mgmt@habitat.com](mailto:parktowercondo-mgmt@habitat.com)**





**THANK YOU!**