



Morton Grove Fire Department

Presents

Condo Emergency Preparedness





Condo Emergency Preparedness for the Village of Morton Grove

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Rules of Thumb

In an emergency

- 1. Stay Calm.** Try not to panic, take time to understand what has happened and what you can do to stay safe or avoid injury.
- 2. Check the Scene.** Pay attention to your surroundings to determine whether you are safe where you are and whether anyone around you needs help. If you think you are in danger, get to a safer place as soon as possible.
- 3. Give and Get Help.** If you or others are hurt or still in danger, call 911, explain what has happened, where you are, what injuries people have, and whether the danger still exists.
- 4. Listen for Official Emergency Announcements.** Your best source of information is local radio and television stations which will give emergency updates and instructions.
- 5. Be prepared to Evacuate.** If told to leave your home by authorities, do so right away, follow exact evacuation routes, and go to the specified shelter or safe area. If you can, bring your Emergency Kit with you and get in touch with your family's designated contact person as soon as you can to let them know how and where you are.
- 6. Get Out and Stay Out.** Under no circumstances should you ever go back into a burning building. If someone is missing, inform the authorities or fire department dispatcher.



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Have a Plan

How do I know there is a Disaster?

- **Sign up for SMART911.** There is a link on the Fire Department website or go to www.smart911.com to sign up online.
- **Weather warnings will usually be given out on TV and the Radio.**
- **A siren may sound or you may be contacted by phone.**
- **An Emergency Worker may drive by with a loud speaker or may come to your door.**
- **Listen to the radio and/or TV for further information.**
- **“Severe Weather Watch” indicates a severe storm might develop.**
- **“Severe Weather Warning” indicates a severe storm has already developed and you should seek shelter right away.**
- **Note: you should know when our warning siren is tested so you don’t mistake that for an actual alarm. At this time it is the 1st Tuesday of every month.**

How do I report a Fire?

It takes less than three minutes for a fire to reach temperatures in excess of 1000 degrees. You have very little time. Be prepared when you call 911.

- **Grab your phone as you exit the building.**
- **Pull the fire alarm. They are located near an exit. Find one now.**
- **Then call 911. They will ask “What is your emergency”?**
- **Stay on the line as they will transfer your call to the Fire Department Dispatcher. Do not hang up.**
- **Be prepared to describe the nature of the emergency.**
- **Give your address and be specific, including your room number if .**
- **Know the nearest cross street to your location.**
- **Know the name of your building.**
- **Provide as much detail to the extent and nature of the fire and if there are any known occupants remaining in or around your unit.**



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Disaster Plan (before an event)

- **Keep a list of emergency phone numbers such as**
 - **Family designated emergency contact**
 - In case of an emergency, phone lines and power lines may be out of service. Cell towers if functional become overtaxed with users. Ask a relative or friend who is remote from this area and most likely would not be affected by the event, to be your designated emergency contact person that the entire family will contact. You may only get a single chance to get a message out by either (best if used in this order) text message, email, cell phone or a land line. Everyone in your household should have this contact's information with them at all times. Note: Group text or email works best.
 - **Facilities Manager**
 - **Facilities HOA Board**
 - **Facilities Maintenance**
 - **Red Cross/Salvation Army**
 - **Utility Companies**
 - **911 (Police, Fire, EMS)**
 - **Bank**
 - **Credit Card**
 - **Poison control**
 - **Hospital**
 - **Animal Shelter**
 - **Animal Emergency Room & Vet.**
 - **And the list goes on....**
- **Teach children how and when to dial 911**
- **Purchase a National Weather Service Radio (NOAA)** that automatically alerts when a severe weather watch or warning is issued. Smart Phone Apps are available for this but must be set up correctly to work at all times when the phone power is on.



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- **Pick two places to meet if something happens:** one that is right outside your home in case of a sudden emergency like a fire; and a second one outside of your neighborhood in case you can't return home.
- **Consider special needs** of small children, elderly or disabled relatives or neighbors, and pets.
- **Have an Emergency Kit or Disaster Kit ready.**
- **Know where your gas, electric and water shut-offs are and how to operate them.**
- **Verify that your address is clearly visible from the street**



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Disaster / Emergency Kit

Have an emergency kit available in case you have to leave your home quickly, or be without power or water that will last you at least three days.

- A three day supply of water (one gallon of water per day). Children, nursing mothers, and people who are ill may require more. It is recommended to use commercially bottled water in plastic containers. Do not open them before ready to be consumed. Do not store water in containers that once held dairy products or cardboard containers. Pets use an average of a gallon of water every three days
- Food that won't spoil or require much cooking such as peanut butter, vegetables, crackers, instant oatmeal, cereal, etc.. Use or replace them every six months
- One change of weather appropriate cloths and sturdy shoes. One blanket or sleeping bag per person
- A battery powered flashlight and radio. Extra batteries, utility knife, bowls, cups, silverware, can opener, lighter or matches, duct tape, towel, etc.
- A spare set of your house and car keys, personal identification, credit cards, cash, or travelers checks. Keep important family papers such as birth certificates, passports, special medical information, etc. in a waterproof container. Extra gallon size sealable plastic freezer bags are great for storing open food and other items that can be damaged by water or the environment
- Sanitary supplies: Toilet paper, hand or baby wipes, diapers, tampons, bar soap, toothpaste, toothbrush, and plastic trash bags
- Special items for young children, elderly, disabled family members, or pets. Such items as medications, special foods, aid devices, and carriers
- Basic first aid kit plus things like aspirin, scissors, thermometer, tweezers, and safety pins



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Floor Plans & Exits

Prepare a basic floor plan of your building for all floors. Then illustrate them throughout the building, and show the following:

- Primary and Secondary fire exits from every room in case one is blocked by fire
- Locations of fire extinguishers
- Locations of fire alarm pull stations
- “YOU ARE HERE” locations for each illustrated floor plan
- NOTE: Elevators must never be used as a fire exit
- Locate a safe room for shelter in a tornado

Conduct fire alarm evacuation drills at least once per year. Four times per year is best

- Use a cardboard cutout decorated like flames to place in various locations each time and monitor the change in behavior requiring others to use the secondary fire exit
- Evaluate time, behavior, and procedures



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Emergency Contact Information

- **Emergency: 911 (Police, Fire, EMS, Hazardous Materials)**
- **Fire / EMS: 847-965-2121**
- **Police: 847-965-2131**
- **Com Ed: 800-334-7661 (800-EDISON 1)**
- **Poison Control: 800-222-1222**
- **Animal Control: 847-470-5200**
- **NICOR: 888 NICOR 4U or 888-642-6748**
- **Water Department: 847-470-5235 (after hours) 847-470-5200**

Non-Emergency Contact Information

- **Village of Morton Grove**
 - **General Business: 847-965-1400**
 - **24 Hr. Municipal Hotline: 847-663-6161**
 - **Family and Senior Services: 847-470-5246**
 - **Public Works: 847-470-5235**
 - **Police (Non-Emergency): 847-470-5200**
 - **Fire (Non-Emergency): 847-470-5226**
- **Evanston Hospital: 847-570-2000**
- **Glenbrook Hospital: 847-657-5800**
- **Lutheran General Hospital: 847-723-2210**
- **Resurrection Hospital: 773-774-8000**
- **Skokie Hospital: 847-677-9600**
- **St. Francis Hospital: 847-316-4000**



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Websites for Information

- American Red Cross <http://www.redcross.org/>
- National Weather Service www.weather.gov/lot/
- Illinois Emergency Management Agency www.state.il.us/iema
- Illinois Homeland Security www.state.il.us
- Federal Emergency Management Agency (FEMA) www.fema.gov
- Centers for Disease Control and Prevention www.cdc.gov
- Village of Morton Grove www.mortongroveil.org/
- The Weather Channel www.weather.com
- Cook County Sheriff's Police www.cookcountysheriff.org
- Cook County Homeland Security and Emergency Management
www.cookcountyhomesecurity.org
- Illinois Department of Public Health www.idph.state.il.us
- Illinois Environmental Protection Agency www.epa.state.il.us
- National Domestic Preparedness Office www.ndpc.us/
- U.S. Fire Administration for Kids
<https://www.usfa.fema.gov/prevention/outreach/children.html>
- ComEd Power Outage Map <https://outagemap.comed.com/>



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Fire, Explosion or Alarm

If you hear a fire alarm or smoke detector, see a fire, or see or smell smoke, follow these steps:

- **Escape the building as fast as possible**
 - Always use the stairs
 - NEVER use the elevator
- **CLOSE all doors behind you to prevent fire or smoke from traveling**
- **Activate the building fire alarm system by utilizing a pull station located by the exit doors as you travel out of the building.**
 - This will notify the fire department and alarm others to evacuate the building.
- **Check closed doors for fires behind the door before opening them by feeling the door and handle with the back of your hand checking for heat.**
 - If it's warmer than normal, use your secondary exit plan
- **Stay low if you encounter smoke and/or fire**
- **Get out quickly and meet family members and others at a safe designated meeting place. Never go back in.**
- **Call 911 to report the fire and give any and all pertinent information about cause for the alarm. Include:**
 - The specific location in the building of the cause of the alarm
 - If a fire or smoke was observed, indicate location, confinement,
- **Report any known people that are missing if you are certain they are in the building or known trapped or handicapped victims to the authorities (Dispatch, Fire and/or Police)**



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Fire: Handicapped or Trapped

If You Can't Get Out, Seal Yourself in for Safety

- **Call 911 and inform them of your name, room number, your condition, your capabilities, the condition in your room, the condition of the hallway.**
- **If smoke and fire are present you should crawl. Do not walk. Cleaner air is closest to the floor. An area on the floor next to a wall can be the best place to take refuge.**
- **Gather in a room with a window and close off all doors between the fire and you.**
- **Turn off all fans, heating and air conditioning systems.**
- **Open the window only if you need to let fresh air in. Do NOT break the window as you may have to close the window if smoke starts to enter from the outside. Only let a slight breeze into your window as fresh air can make a fire intensify.**
- **If air is moving out and not in, close the window as you may be drawing smoke toward you.**
- **Wave a flashlight or light colored cloth at the window to signal the fire department of your location, or hand a towel or cloth from a window.**
- **Seal off the door and any ducts with duct tape or towels to prevent smoke entering the room.**



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Tornado

Tornado Watch - Tornadoes are likely to occur in the watch area. Be ready to act quickly and take shelter, and check supply kits. Monitor radio and television stations for more information.

Tornado Warning - Imminent threat - A tornado has been sighted in the area or has been indicated by radar. Take shelter immediately.

- **Move away from the perimeter of the building and exterior glass.**
- **Close doors as you move to the center of the building.**
- **In high rise buildings or any structure, go to the lowest level possible. Choose interior rooms or hallways as near the center of the building as possible**
- **Stay away from windows**
- **Avoid places with wide span roofs such as auditoriums, cafeterias, gymnasiums, and large hallways**
- **If you are in a vehicle, get out and lie flat, face down in a ditch or low area and cover your head until the tornado passes**
- **Never stay in your car or try to out-drive a tornado**
- **If you are outside, try to seek shelter in a house or other building and seek shelter as described above, lowest level and center of the structure.**
- **If you are caught in an outside perimeter room, seek shelter under a desk or large sturdy object. Protect your head and face.**



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Power Failure

Remain Calm, call ComEd at (800) EDISON-1, or (800) 334-7661 to report the outage and follow these steps:

- **Do NOT Call 911 to report the power outage. Public safety cannot restore the power.**
- **Emergency lighting systems will enable you to evacuate the building. These lights are battery powered. The time that these lights will last is dependent on the condition of the battery that powers it.**
- **Avoid opening your refrigerator and freezer door. Open it as little as possible to keep items cold for as long as possible. Never put anything warm in the refrigerator or freezer to try and cool it off.**
- **Use flashlights and battery operated lights.**
- **Don't go out unless it is absolutely necessary. Elevators won't work and climbing the stairs takes more energy to get back to your unit than it does to leave. Take the day off and read a book or play cards. It's a great time to chat with family or friends.**
- **Reschedule all appointments if possible.**
- **Walking in the dark staircase and garages can be hazardous with slips, trips, and falls becoming a large problem.**
- **NEVER run a generator, grill or kerosene heater inside a home or garage as these can cause fires or release poisonous fumes.**



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Using Candles

- **Use candles sparingly and only if a battery operated light is not available.**
 - **Never leave candles unattended.**
 - **Keep candles 12” away from anything that can catch fire.**
 - **Keep candles out of reach of children and pets.**
 - **Trim wicks to a maximum of 1/4” before lighting.**
 - **Use candle holders that are sturdy and won’t tip over that are placed on a sturdy uncluttered surface.**
 - **Always have a heat resistant surface under the candle that can hold any melted candle wax that may drip.**
 - **Keep candles away from drafts.**
 - **Burn only in a well-ventilated room.**
 - **Never use a candle if oxygen is being used.**
 - **Keep hair and clothing away from the candle.**
 - **Never extinguish a candle with water. Wax and water do not mix.**
 - **Never let a candle burn all the way down. Put it out long before it gets close to the holder. About one inch of solid wax is a good time to extinguish the flame.**



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Elevator Emergency

- **The elevator should be equipped with a phone or an alarm button.**
 - **Phone: Lift the telephone receiver and listen for someone to answer.**
 - **Alarm button: press the button and listen for someone to answer.**
- **This will ring a 24 hour answering service at dispatch.**
 - **Give your name**
 - **Give the appropriate building name or address**
 - **Give the floor level if known**
 - **Give the elevator number if more than one elevator is present at that location**
- **Remain Calm**
- **Expect this**
 - **The answering service will answer your call and offer assistance**
 - **The answering service will stay on the line with you and dispatch the fire department**
 - **You will be assisted by the fire department as soon as possible after they secure the elevator and gain access**
 - **Do NOT try to pry open the door**

Elevator ACCIDENTAL Alarm

If you push the button by accident

- **If you accidentally hit the “Alarm Button” (it happens often)**
 - **Remain in the elevator for the answering service to answer your call.**
 - **Explain there is no emergency and it was an accidental activation**
- **If you fail to remain in the elevator and talk to the answering service**
 - **The fire department will be dispatched to check for an disabled person in the elevator**



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Flooding / Water inside the Building

- **Water can be dangerous and well as destructive**
- **Added weight to the structure can quickly exceed the design of the building.**
 - **Just 1” of water on a 10’x10’ floor adds 500 lbs. to that area**
 - **3” of standing water is equivalent to parking your car inside your home**
 - **At an average home is designed to carry a 30psf load of people and furniture spread throughout the room. Therefore in a 10’x10’ room, the design is to hold 3,000 lbs.**



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Important Condo Information

HOA President _____

Contact #: _____

Email: _____

HOA Vice President _____

Contact #: _____

Email: _____

Building Manager: _____

Contact#: _____

Email: _____

Property Maintenance _____

Contact #: _____

Email: _____