

Concord Towers Condominium Association

1133 North 7th Street ~ Rochelle, IL 61068

concordcondos1133@gmail.com

Concord Towers Condominium Association

Fire Emergency Protocol

In keeping with the Condo Board's efforts to continually focus on the safety of our residents, we are handing out an updated Fire Emergency Protocol packet. This protocol should be considered to be the "long version" of our Evacuation Procedure. The information enclosed in this packet is intended to better inform and prepare our residents as to what we should do when the fire alarm goes off.

It is both the Rochelle Fire Department's and Condo Board's expectations that "with better preparedness we will have better and safer outcomes". The information included is a summary of what is considered to be "best practices" based on several meetings, phone calls, and e-mails exchanged between Rochelle Fire Chief David Sawlsville and the current members of the Condo Board in the fall of 2017. This protocol is meant to be a "live" document, and is to be updated from time to time.

It is suggested that you keep this red envelope near your Condo entry/exit door so that you know exactly where it is if you need it. If you are unable to safely evacuate and choose to shelter in place, a red tag is provided to hang on your door knob.

In the event of a fire alarm, please do the following:

1) UNLESS YOU SEE SMOKE IN THE HALLWAY, HAVE PHYSICAL LIMITATIONS THAT PREVENT YOU FROM DOING SO, OR SIMPLY CHOOSE TO REMAIN IN YOUR CONDO, PLEASE EXIT THE BUILDING VIA THE STAIRWELLS ON THE EAST AND WEST ENDS OF THE COMMON HALLWAYS IN A SAFE AND EXPEDITIOUS MANNER.

2) IF YOU HAVE CHOSEN TO SHELTER IN PLACE IN YOUR CONDO, MAKE SURE TO HANG THE RED TAG ON YOUR DOOR KNOB. PLEASE REMAIN IN YOUR CONDO UNTIL FIRE DEPARTMENT PERSONNEL SHOW UP AND PROVIDE FURTHER INSTRUCTIONS.

FIRE PROCEDURE INSTRUCTIONS

In the event that the fire alarm goes off, and unless you see smoke in the hallways, all residents/visitors that are capable of navigating safely down the stairwells should exit the building in an orderly and safe fashion. This should be done via the stairwells at either the west end of the elevator lobbies on each floor, or the east end stairwells. Rochelle Fire Chief David Sawlsville has stated very clearly that the number one killer in high rise fires is when people get trapped in hallways trying to exit.

DO NOT TRY TO TAKE THE ELEVATORS. AS SOON AS THE FIRE ALARM GOES OFF, THE ELEVATORS WILL AUTOMATICALLY RETURN TO THE 1ST FLOOR LOBBIES, AND WILL NOT BE USABLE AGAIN UNTIL THE FIRE DEPARTMENT HAS ISSUED AN ALL CLEAR.

If you are in the elevator when the fire alarm goes off, the elevator will automatically return to the lobby floor for safe evacuation. If the elevator is stuck and you need assistance, use the elevator emergency phone. It will automatically call the Call Center or the Rochelle Police Department.

For clarity purposes, IF A CONDO ISN'T OCCUPIED BY HUMANS, AND THERE ISN'T A LICENSED SERVICE ANIMAL THAT IS LEFT ALONE INSIDE, NO RED TAG WILL BE ON THE DOOR KNOB.

RFD personnel will use these red tags as a means of prioritizing those that they assist first. No red tag on the door knob indicates to the firemen at first glance that the Condo is empty, so they can prioritize and move on to one that does have a red tag.

FIRE PROCEDURE INSTRUCTIONS CONTINUED

Whether evacuating your Condo prior to Fire Dept. arrival, or sheltering in place, close all windows and porch doors. Open windows and doors can create a draft and if the fire is on the floor above or below you it potentially allows the fire to very easily jump floors.

The decision as to whether you evacuate immediately, or choose to use the red tag procedure and shelter in place is strictly up to each individual until the RFD arrives.

If you are placing a red tag and sheltering in place, please place a wet towel at the bottom inside of your door to prevent smoke from entering your Condo.

Special instructions can be written on the red tags by using a black permanent marker. An example of those instructions may include such things as mobility problems, service dog, oxygen in use, etc. This will further help aid the RFD in prioritization.

When the RFD arrives they will gather the keys from the lock box that will allow them entry to any locked door in the Condo facility. This applies to private entry doors, as well as common area doors. If for any reason they deem necessary to enter your Condo, and if they do not have a key, the RFD will break down your door without further hesitation. You will be responsible for the expense of replacing your door. <u>This is why it is so important that the Condo Board has a key(s) for entry to your Condo.</u>

As soon as the RFD arrives on scene, they will take command of <u>all</u> directives regarding further resident evacuation. Keep in mind, the Fire Department will be trying to get up those same stairs that some of us will be exiting down, and anyone choosing to exit needs to be out of their way by the time they arrive if at all possible.

FIRE PROCEDURE INSTRUCTIONS CONTINUED

The layout of this facility poses multiple difficulties for the RFD. One of the most important ones is the difficulty that the ladder truck would have in accessing the balconies/porches on the south side of the building for evacuation purposes. The location and proximity to the Hickory Grove building blocks the access of the ladder truck. Any residents on the south side of the building that are sheltering in place shall remain in their condo until the RFD communicates otherwise. The RFD will have keys so that they can open a north side condo door for access to that condo's balconies/porches for evacuation via ladder truck if necessary.

Both the Rochelle Fire Department and the Condo Board members feel strongly that this information is a step forward in our efforts to continually focus on the safety or our residents. We also feel that it's a step forward in meeting our expectations that "with better preparedness we will have better and safer outcomes".

Dave Sawlsville, Fire Chief — Date 12/11/17

Tim Trosper, President — Date 12/12/17

Patricia A Wilson
Pat Wilson, Treasurer — Date 12-13-17

Lorrie Hatfield, Secretary
Lorrie Hatfield, Secretary — Date 12-7-17

FIRE COMPLIANCE

1) All Condo owners are required to have either a hinge-type or automatic closer installed on their door. If there is a fire inside an individual's condo and the door does not close automatically the fire can quickly spread to the hallway and adjacent condos.

2) All Condo owners are required to have a fire-rated door. Any existing fire-rated door is grandfathered in. In the event that the door needs to be replaced in the future, it is required to be a 2-hour fire-rated door.

3) No items are allowed in the common areas of the Condominium building. The residents need to be able to evacuate the building easily without any objects obstructing the exits. The fire personnel need to be able to freely move through the hallways to reach individuals in need of assistance. Fire statutes require that no items protrude into the zone that is in the line of sight from one exit door to another.

4) All hallway entry doors and condo entry doors cannot be propped open. The only exception is the 2nd glass door in the main lobby/mail room.

5) No smoking is allowed in any common areas. This may set off the fire alarm.

6) All garbage chute room doors must be closed. The garbage chute is considered a "fire chimney" and can spread fire quickly from one floor to another.

7) The mechanical rooms have been fire caulked to meet current fire codes. This should minimize the chance of the "fire chimney" affect occurring in these rooms.

8) Only electric grills are allowed to be used by Condo residents. Propane and charcoal grills ARE NOT allowed per RFD Fire Chief, David Sawlsville.



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Addendum to
Concord Towers Condominium Association
Fire Emergency Protocol

February 21, 2020

To: All Residents of Concord Towers Condominiums - Rochelle, Illinois

1.) In the event of a fire or smoke, regardless of size or severity:

FIRST CALL 911 TO REPORT FIRE/SMOKE

2.) The resident will also place a call to the hotel front desk:

****COMFORT INN & SUITES Direct phone number: 815-562-5551***

- *Calmly state the purpose of the phone call to the hotel front desk clerk.*
- *Provide the location of the hazard or fire, including the condo unit number.*
- *Provide your name.*

**Comfort Inn & Suites front desk maintains the fire panel for the hotel and the condos and needs to be informed of any fire/smoke in any areas of the building.*

Concord Towers Condominium Board of Directors

President	Secretary	Treasurer
Claudia Meath | Unit 805	Adam Baker | Unit 804	Jim Beardin | Unit 802