

EMERGENCY QUICK REFERENCE

1st call 911

2nd call Robinson Rental at (847) 866-1966

Fire / Smoke in your Unit:

- LEAVE your APARTMENT immediately and CLOSE the Door. Leave your door unlocked so fireman may enter.
- Go to neighbors and call 911.
- Do not go back into your apartment to try to put the fire out.

Fire / Smoke in Hallway:

- Call 911 from your apartment. Give the dispatcher your street address (not a vanity address), floor, apartment number, description of problem.
- Call Robinson Rental to activate building staff response.
- Feel door for heat (back of hand). If heat detected stay put.
- If door is cool, brace your shoulder against door, open slightly to check for hall conditions.
- If hallway is tenable, proceed to nearest exit, alerting neighbors by knocking at doors.

Medical: Call 911.

Pipes Flooding: Call Robinson Rental with location.

Weather Problems: Stay away from windows. Interior halls & bathrooms are best for shelter
Call Robinson Rental if window breaks.

Electrical Outage: Stay in unit. If outage is longer than 1 hour call ComEd for status.
Call 911 if emergency requires leaving the building.

Elevator Stops: Press emergency button. Respond station is alerted and will begin rescue
(Hahn Building) process and communication with you.

Crime: If assailant is in apartment do not confront or block escape.
Look carefully and get full description if possible.
Call 911 & Doorman / management office.
Do not disturb anything.
Be available to police when they arrive on scene.

Resident Concern: Contact Management office.

Bomb Threat: Listen and take notes if possible.
At end of call ask where bomb has been placed.
Do not hang up at end of call – this will isolate the call.
Call 911 & Manager on another line or go to on-site office.