

EMERGENCY PREPAREDNESS PROCEDURES STAFF & EMERGENCY RESPONDER MANUAL

**Apartments at the Grand Wisconsin
720 N Old World 3rd St
Milwaukee, WI 53203**

**Professionally Managed by Siegel-Gallagher
Management Co.**

Table of Contents

- I. Reporting an Emergency
- II. Building Access & Security
- III. Evacuation Procedures
- IV. Fire and Life Safety Systems Information
- V. Flooding & Water Systems information
- VI. Staff Contact List

I. REPORTING AN EMERGENCY

- ✓ Call 911. Provide your name, building name, address, details of the emergency.
- ✓ Notify the Siegel-Gallagher Management Company 24/7 tenant service line 414-270-4120. They will contact the on-call emergency maintenance personnel. On-call will notify the property manager and assigned maintenance technician, as will monitoring company.

II. BUILDING ACCESS & SECURITY

- ✓ A spare lockbox is located outside front entry,
- ✓ All entry points and amenity rooms are locked, mostly via fob station/card reader. Alley doors are locked from inside and do not have keys to unlock from outside.
- ✓ Convenience store can provide access into building also, from their front door through the lobby door in the rear of their space.
- ✓ Security cameras are in common areas (6). DVR and monitor are located in management office.

III. FIRE EVACUATION PROCEDURES

Horns will sound and strobes will flash. The enunciators will resound with instructions from the Fire Panel PA system. The elevators shall not be operable or used at all in a fire emergency other than use by trained personnel or emergency rescue. Stay calm. Residents should locate the nearest stairwell on their floor, close all doors. There are 2 stairwells in the building: the northwest and southeast ends of the corridors.

- ✓ There are several exits at ground level:
 1. Through the convenience store,
 2. Through the northwest stairwell out to the street,
 3. The lobby vestibule,
 4. The trash room out to the back alley, and
 5. The back loading dock door out to the back alley.
- ✓ Residents in the parking garage can exit:
 1. Up the parking ramp out to the back alley,
 2. Through the southeast stairwell up to the ground floor out to the back alley.
- ✓ Disabled persons or those that are not physically able to use the stairs should notify the office so they can be added to a disabled evacuation list.
- ✓ Sometimes only a partial evacuation is necessary. The enunciator PA system will describe what zones and floors need to evacuate. If you are in immediate danger, do not wait for directions from the PA speaker system, exit immediately.
- ✓ Meeting point for all evacuees shall be the plaza of the blue Federal Building at 310 W Wisconsin Ave., immediately across the street from the Apartments at the Grand Wisconsin main front entrance.

IV. FIRE AND LIFE SAFETY BUILDING SYSTEMS INFORMATION

- ✓ Fire Panel is located in Fire Command Center near rear loading dock (behind office). The room can be opened and accessed with a master building key in the fire department knox box or spare key lock box on exterior entry pillar.
- ✓ Horns & strobes are in every unit & in common areas.
- ✓ Smoke detectors are located in every unit, but are not tied into the building system, so won't set off building alarm- only if a sprinkler head engages. Smoke detectors are located in every common stair well, and hallways near elevators. These also run on battery back-up
- ✓ Extinguishers are located in each hallway: one by each stairwell and one near trash/recycling chutes.
- ✓ No pull stations.
- ✓ Wet pipe sprinkler system runs through common areas and inside the units. There are shut-offs on every floor in the southeast stairwell. The main water supply is in the mechanical room off the fitness center where the fire pump is located.
- ✓ Back-up generator (natural gas) is located in the lower level electrical room. When activated, it serves common area lighting, fire systems, and elevators (not the elevator in a fire).
- ✓ Elevators, in a fire, will recall to the lobby level and shut down until emergency personnel/responders need to ride it, using a fireman's override key.
- ✓ HVAC Systems are individual to each unit.: gas furnace, electric condenser (located outside), water heater.
- ✓ Appliances in each unit are all electrical: range, refrigerator, washer/dryer.

V. FLOODING & WATER SYSTEMS INFORMATION

- ✓ Wet pipe sprinkler system runs through common areas and inside the units. There are shut-offs on every floor in the southeast stairwell.
- ✓ The building's main water supply is in the mechanical room off the fitness center where the fire pump is located.
- ✓ Each unit has a water supply shut off valve in the mechanical closet where the water heater is located.
- ✓ Electrical shut-off/disconnect for each floor's common hall and that floor's units can be found in the hallway electrical closet located in the west hallway of each floor.

VI. STAFF CONTACT LIST

Property Management Company:
Siegel-Gallagher 414-270-4100

Property Manager:
Amy Sovine 414-708-6798

Assigned Maintenance Engineer:
Vince Wederath 414-349-7715