

EMERGENCY PREPAREDNESS PROCEDURES STAFF & EMERGENCY RESPONDER MANUAL

**The Grand Wisconsin Apartments LLC
720 N Old World 3rd St
Milwaukee, WI 53203**

**Professionally Managed by
Founders 3 Management Company**

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I. REPORTING AN EMERGENCY

- ✓ Call 911. Provide your name, building name, address, details of the emergency.
- ✓ Notify Founders 3 Management Company 24/7 tenant service emergency line at **800-708-7462**. They will contact the on-call emergency maintenance personnel. On-call will notify the property manager and assigned maintenance technician, as well as the monitoring company.

II. BUILDING ACCESS & SECURITY

- ✓ A spare lockbox is located outside front entry,
- ✓ All entry points are locked, accessed with a fob. Alley doors are locked from inside and do not have keys to unlock from outside.
- ✓ Convenience store can provide access into the building lobby through a door in the rear of the store.
- ✓ Security cameras are in use in all common areas (6). A DVR and monitor are located in the maintenance 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 will not be operable in a fire emergency other than for 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 at 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.
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 who are physically unable 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.
- ✓ Evacuees should meet at the plaza of the blue Federal Building at 310 W Wisconsin Ave., directly across the street from 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 knock 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. Individual unit detectors are not tied into the main building system so they won't set off the building alarm. This will only happen if a sprinkler head engages. Smoke detectors are located in every common stair well, and hallways near elevators. All detectors 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 (except in the case of fire).
- ✓ Elevators, in a fire situation, 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: a gas furnace and water heater are located within the unit in a mechanical closet; an electric condenser is located just outside each unit.
- ✓ Appliances in each unit are all electrical: range, microwave, 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 on each floor.

VI. STAFF CONTACT LIST

Property Management Company:
Founders 3 414-271-1111

Property Manager:
Meaghan Hayward 414-272-3980

Assigned Maintenance Engineer:
Isaiah Rivera 414-242-9457