

Elizabeth Lofts Resident Emergency Procedure Plan and Resource Manual



Elizabeth Lofts Emergency Committee (ELEC)



THE ELIZABETH LOFTS
HOMEOWNERS' ASSOCIATION

ELIZABETH LOFTS RESIDENT EMERGENCY PROCEDURE PLAN & RESOURCE MANUAL

INTRODUCTION

We all are very fortunate to live in a modern, well-engineered building. The Elizabeth has been designed and constructed with occupant safety in mind. It has been built in compliance with modern codes for earthquakes, fires, and other disasters. It is, however, important to acknowledge the possibility of, and to be prepared for, a building emergency, a local or a regional disaster.

This guide reviews emergency procedures for The Elizabeth Lofts. Most of these procedures are best practices recommended by organizations such as the Red Cross, FEMA, and other federal, state, and local governmental agencies. In addition, this document contains safety related information specific to our building. We encourage all residents of The Elizabeth to read this guide upon receiving it, review it on a periodic basis, and keep it in a handy place for reference. It is unlikely that you will have an opportunity to read this document in the event of an actual emergency.

The volunteers of the Elizabeth Lofts Emergency Committee (ELEC) have created this document as a courtesy for the residents. This plan in no way implies or makes any guarantees of any nature. Further, ELEC is a volunteer committee and its volunteers have no duty to provide emergency services. If they are available, willing, and able to render voluntary first aid and disaster response assistance to their neighbors, as volunteers they will be shielded from liability for any such assistance rendered under the applicable Good Samaritan laws. Because staff, volunteers, building assets, and systems may be damaged, destroyed, or overwhelmed in the event of a disaster or emergency, it is the responsibility of each resident to understand how, and be prepared, to take the necessary actions to protect their own well-being.

Elizabeth Lofts Emergency Committee (ELEC)

Elizabeth Lofts Board of Directors

April 2022

TABLE OF CONTENTS

INTRODUCTION	ii
Make Sure Help is Available	EP-1
General Guidelines	EP-3
Emergency Preparedness Kits	EP-3
Examples of essential items to include in a 72-hour kit:	EP-4
What to do in the Event of	EP-5
Medical Emergency	EP-5
Power Failure	EP-5
Fire or Fire	EP-5
Evacuation of the Building.....	EP-5
Sheltering-in-Place or Unable to Use Stairwells	EP-6
Earthquake.....	EP-7
Lock Down.....	EP-8
Radiation, Chemical, or Biological Emergency	EP-9
Getting More Information	EP-9
Emergency Preparedness	EP-9
During an Emergency.....	EP-10
Special Circumstances	EP-11
People with Disabilities.....	EP-11
People with Children in School	EP-12
Family and Friends Communication & Coordination	EP-12
Building Information	EP-12
Building Shell	EP-12
Mechanical Systems	EP-13
Electrical Systems	EP-13
Common Systems	EP-13
Individual Floor Plans	EP-14
NOTES	EP-25

MAKE SURE HELP IS AVAILABLE

Resident Information Form

There are a number of steps you can take to ensure the building, its' board and the management company is in contact with you before and during an emergency. If you haven't done so already, fill out the resident information form below and return it to the Concierge. This form provides the building management and the Concierge with contact information, emergency contacts, pet info and access to your unit for your emergency contact.

This form is generally available in your Orientation Materials, or from the Concierge in hard copy or as a fillable pdf.

THE ELIZABETH LOFTS
HOMEOWNERS' ASSOCIATION

OWNER / RESIDENT INFORMATION

This information is required and will ONLY be used for official Elizabeth Lofts business, or in the case of an emergency. It will NOT be available for any other use. You should update this information within 30 days of any change – notify the concierge.

Please complete the following, to provide up-to-date information, as required by the Bylaws of the Association.

General Information

Unit # _____ Owner Occupied: Yes No
Storage Space # (if applicable): _____
Parking Space # _____ 2nd Parking Space # (if applicable) _____

The following individual(s) live in the unit: **Individual #1** Owner Tenant
First Name _____ Last Name _____
Cell Phone _____ Business Phone _____
Home Phone: _____ Email Address _____
I prefer to be notified of building notices/association business by: Email Mail
I prefer that the following number(s) be used for building access: Home Business Cell

Individual #2 Owner Tenant
First Name _____ Last Name _____
Cell Phone _____ Business Phone _____
Home Phone: _____ Email Address _____
I prefer to be notified of building notices/association business by: Email Mail
I prefer that the following number(s) be used for building access: Home Business Cell

REGULAR Vehicle Information

Vehicle #1: License State _____ License # _____
Vehicle Color _____ Vehicle Make _____
Vehicle #2: License State _____ License # _____
Vehicle Make _____
License # _____
Vehicle Make _____

I prefer to be notified of building notices/association business by: Email Mail
I prefer that the following number(s) be used for building access: Home Business Cell

OWNER / RESIDENT OPTIONS

Each condominium has its own ambience, and the Elizabeth Lofts has endeavored to create an atmosphere of community that is respectful of individual needs. Additional information is available in the Orientation Materials, in the Elizabeth Quarterly Newsletter, from the Concierge, elevator flyers, and from the Welcome Committee.

It's optional, but you are encouraged to consider "opting in" to the following additional resources if appropriate.

Special Mobility Needs

If you determine that you might need special assistance in case of a building emergency, please see the "Special Circumstances" section of the Emergency Plan. You may advise the management company and the Emergency Committee, including your Emergency Floor Captain below or by sending email to ELEC.

YES! Share my information with the Emergency Committee and management company to protected and used only as needed in an emergency.

Contact me for additional information.
Email: _____
Cell phone: _____
Cell phone: _____

Information to ELEC for inclusion in the Text Alert System.
Cell phone: _____
Cell phone: _____

The Elizabeth Welcome Committee would like to welcome you to the community. Please contact information to the committee, so that they can touch base with you.
 PHONE
Cell phone: _____
Cell phone: _____

Make a Copy of Your Keys

Make a copy of the keys to your unit and give them to the Concierge. The Concierge will store them in a locked safe where the keys will be coded so that their ownership is hidden. In the event of a medical emergency, water leak or disaster, the keys provide quick access to help you and/or to minimize damage. If Portland EMT needs access to your unit, they will break down the door if a key is not available.

Trust us; you will be grateful you gave the Concierge a key when you lock yourself out of your unit. And everyone eventually does!

Complete the Text Alert Form

ELEC maintains a free text alert system. In the event of an intruder or a hazard inside or in the immediate vicinity of the building, a text will be sent to all residents who signed up warning them of the danger. This is an opt-in sign up and it is required that residents opt-in again about once a year. Complete this information on the New Resident Information Form OR use the Text Alert Form (in the FORMS Section) and return it to the Concierge or email it to ELEC at elec.leads@elizabethlofts.org. Please provide only one phone number per person.

Special Mobility Needs

In the event of a fire, and most other emergencies requiring evacuation, it is recommended that you take the stairs to the ground floor to exit the building. For some people, this may be difficult or impossible. Let ELEC and the management company know now about any issues that might require assistance during an emergency so that a floor captain or spontaneous untrained volunteer can be dispatched to help. Email both the Community Committee (community@elizabethlofts.org) and ELEC (elec.leads@elizabethlofts.org) and tell them your name, unit, phone number, email and the nature of the help you may need. This information will be kept on file for when it is needed.

Make a Building Buddy

We know that you have just moved in and are still getting settled. But soon, take the time to make a building buddy. In the event of an emergency, ELEC through its floor captains and spontaneous untrained volunteers will fan out to contact all residents to see if they are OK, need medical attention or other assistance. However, this will take time and not all volunteers will be in the building at the time. The quickest way to get and offer help is to have a building buddy – someone you have arranged in advance to check on in a disaster or emergency.

A building buddy is useful in a lot of situations and not just emergencies. It can just be a welfare check. This was especially helpful during the Covid outbreak. You can trade errand runs when one buddy is under the weather. It is someone to look out for your unit when you are on vacation or even water your plants. If you are out the building when an earthquake hits, you can have a buddy look after your pets until you return.

Finally, if you don't want to leave keys with the Concierge, you may want to give them to your buddy. Frankly, making a friend is always a good idea.

General Guidelines

- Should you burn food that produces smoke in your unit, DO NOT open your unit door for ventilation. This could allow smoke to enter the hallway and activate the building's fire alarms. Use windows and fans for ventilation in the event this occurs. Opening the door to your clothes dryer can also assist in venting smoke from your unit.
- Never attempt to fight any fire except small, easily manageable fires (e.g., a minor stovetop fire, etc.).
- Water leaks in the building pose a significant hazard, particularly when water leaks occur on the upper floors. If a water leak occurs in your unit, turn off water to your unit until the source of the leak is identified to avoid water leaking through the floor into units below. Contact the Concierge or Facilities Manager immediately, particularly if you believe water may have leaked into other units. The water shut-off valve for most units is typically located near your HVAC unit filter changing access OR above the access door in the ceiling of your bathroom. In some units a second ceiling access door near the HVAC ceiling door contains the shut-off valves for the unit's water supply. Please note there is one valve for the hot water and one valve for the cold water. Additionally, some units do not have access to shut off their own water. Rather, the shut-off is in an adjacent unit.

It is recommended that each resident locate the water shut-off valve for their unit, be able to reach it and determine how to operate the shut-off valve in an emergency. Should you require assistance with this, please contact the Concierge or Facilities Manager.

Should you notice an unexplainable leak, even if it is a minor amount of water, please contact the Concierge immediately. Unattended minor leaks can cause major damage to your unit and units below yours, both of which you could be financially responsible for. Do not ignore a water leak.

- Three of the most important things you can do to prepare for any serious emergency are:
 1. Develop and maintain a plan for how you and your family will prepare for and respond to emergencies.
 2. Assemble and maintain an emergency kit (additional detail in Section II) that includes enough food, water, and emergency supplies to last a minimum of 3 days, preferably a week or longer, for you, your family, and your pets.
 3. Get to know your neighbors. Encourage them to also assemble an emergency kit, if they have not already done so, and agree to check on each other in the event of an emergency. Discuss specific plans to help each other out.

Emergency Preparedness Kits

The Red Cross recommends that all residents put together a household emergency kit containing essential items to remain self-sufficient for at least 72 hours (3 days). All Federal, state, and local disaster response organizations also put this at the top of their lists for disaster preparedness. In the event of a large-scale disaster, trained emergency response teams will not be able to get to everyone to assist as quickly as they would like. Utilities such as gas, electricity, and water may not be available to our building for an extended period. In the event this occurs, experts recommend each residence maintains a 72-hour emergency kit. This kit should be maintained over time, and it should be capable of keeping each loft resident (person and

pet) comfortable, safe, fed, hydrated, current on prescription medications, and, if required, attended to with appropriate first aid supplies.

To read more about how to prepare or buy a 72-hour kit, you can ask any member of ELEC or contact the local Red Cross. The following Red Cross website also provides valuable information on how to assemble a 72-hour kit <https://www.redcross.org/get-help.html>, as does FEMA <https://www.ready.gov/>.

Finally, ELEC has developed a page to help you prepare available at <https://www.elizabethlofts.org/information/earthquake-study/> and a video on what might go in your emergency kit <https://www.youtube.com/watch?v=xXS5yt4d78g>.

Examples of essential items to include in a 72-hour kit:

The Red Cross recommends that, at a minimum, you should have the basic supplies listed below. Keep supplies in an easy to carry emergency preparedness kit that you can use at home or take with you in case you must evacuate.

- Water – It is recommended that you store at least one gallon of water per day for each resident and pet living within your unit. Thus, to assemble a 72-hour kit you should have three gallons of water stored for each resident. If possible, the Red Cross recommends storing up to 2 weeks of water within your residence. There is nothing more critical for survival.
- Food – Nonperishable, easy to prepare items for each resident or pet that does not require gas or electricity to prepare (remember a manual can opener for canned items).
- Flashlight and extra batteries, as well as a multi-purpose tool
- Hand crank or battery powered radio
- Extra batteries
- Fire extinguisher
- Medications, including prescriptions and over the counter medications such as Tylenol/Advil/Aspirin (store 7 days)
- First Aid kit (available at most stores)
- Extra clothing, bedding, sleeping bags, rain gear stored in a water proof bag or container (The possibility of a sprinkler system in The Elizabeth going off in an earthquake could leave your clothing and supplies wet and unusable)
- Sanitation items (toilet paper, paper towels, personal hygiene items, 70% alcohol hand sanitizer, plastic garbage bags)
- Cell phones with chargers
- Family and emergency contact information
- Emergency blanket(s)
- Maps
- Important documents in hard copy stored in a zip-lock bag or in soft copy stored on a thumb drive (birth certificates, passports, wills, home & vehicle ownership documents, copies of credit/debit cards and ID's, etc.)
- Bright colored fabric and strong tape to use as a window signal if you become trapped in your unit during a fire or other emergency. An emergency sign may also be used and is included in many pre-assembled kits available for purchase
- Extra cash ideally in small bills for emergency purchases (ATMs may not function after an earthquake).
- Items to occupy time (books, games, etc.); remember that the power may be out, so tablets, smart phones, and other electronic items may be limited to the battery charge in the device at the time.
- Pet food and pet medications
- 5 gallon bucket with lid (at least two) to employ the PHLUSH system for human waste. Access the Public Hygiene Lets Us Stay Human, or PHLUSH, website at <https://www.phlush.org/emergency-sanitation/> for step-by-step instructions on how to create an emergency toilet.

What to do in the event of . . .

Medical Emergency

- In the event of a medical emergency, residents should contact the Concierge immediately **after** calling 911 so staff can prepare for the arrival of emergency personnel. The fire department, and most emergency services, have access to the Elizabeth Lofts' external lock- box; however, if a medical emergency occurs after hours, call 911 and, if possible, arrange for a neighbor or family member to meet the responding emergency crew at the entrance to the building to allow them rapid access.
- Residents should leave a spare key with the Concierge, so front desk staff can let emergency personnel into your unit if you are unable to answer the door.

Power Failure

- Residents are strongly encouraged to keep a flashlight handy in case of a power failure.
- Do not attempt to move about in the dark, as you may injure yourself or others. The Elizabeth Lofts is equipped with an emergency generator to provide power to essential systems in the event of a power failure. **The emergency generator** located in the parking garage provides power to detection and alarm systems, to corridor/egress lighting, and to emergency mechanical systems. The generator should start within 15 seconds of the loss of power. The emergency generator will operate only one elevator. These items are required to maintain safety and essential operations. **The emergency generator will not provide your unit with power.**

Fire or Fire Alarm

The Elizabeth Lofts has an automatic fire protection sprinkler system and smoke alarms throughout the building. The sprinkler and smoke detection alarm systems are monitored by a 24-hour service. In the event of a fire, each condominium unit functions as an individual smoke control compartment fully enclosed by a one-hour rated, fire protection assembly. All stairwells have vestibules and are pressurized to limit smoke contamination. The system is designed to automatically pressurize the corridors of the floor immediately above and immediately below the floor originating the alarm to protect other floors. These systems, along with emergency exit illumination, are backed up by the building's emergency generator.

Fire House #3, located at 1715 NW Johnson St, has primary coverage responsibility for the Elizabeth. There are fire hydrants at all four corners of the building:

- ▮ 9th and Flanders – on the SE corner
- ▮ 9th and Everett – on the NE corner
- ▮ 10th and Everett – on the NW, SW, and SE corners
- ▮ 10th and Everett – on the SW and NE corners

Evacuation of the Building

- Use the floor plans, at the end of the Emergency Section, to identify the stairwells on your floor. If the fire alarm sounds on your floor, evacuate using the nearest stairwell. **REMAIN CALM.**
- **Do not use Elevators**—in the event of a fire alarm, elevators are recalled to the lobby and will remain under the control of the Fire Department until they have resolved the alarm incident.
- ELEC has designated the North Park Blocks (corner of Flanders and Park) as the evacuation meeting area for residents forced to evacuate the building. It is recommended that each resident communicate this to their family members.

- If there is a confirmed fire, and the fire alarm has not sounded, use a pull station while evacuating to activate the fire alarm system. It is recommended that every resident locate the fire pull station nearest them. Alarm pull stations and fire extinguishers are located on the left and right side of the ends of each hallway.
- Only re-enter the building from the stairwell if the alarms on the given floor are not sounding **and** the stairwell door is not warm to the touch.
- Because the sprinkler system is a quick-response system, there are no designated “areas of refuge” at the Elizabeth Lofts. However, any residential unit may serve as an “area of refuge” if the opportunity presents itself and the situation warrants that residents should shelter-in-place. (**Shelter-in-place** means remaining inside your unit, or place of work, and protecting yourself there.)
- If fire or smoke has blocked your escape route and you are not able to reach either stairwell, return to your unit, close the door, and call 911 to inform emergency response teams that you are trapped in your unit. Put a placard on one or more windows with the word “HELP” on it or tape the word “HELP” to one or more windows. Also, follow the shelter-in-place instructions below, to the extent possible.
- If you are in the garage, the stairwell doors should unlock automatically, but if they don’t, your common area key will unlock any of the stairwell doors in the garage.

Shelter-in-Place or Unable to Use Stairwells

- Residents who require assistance evacuating should remain in their residential unit to await assistance from responding firefighters and follow the instructions below. If it is unsafe for you to remain in your unit, proceed to the nearest stairwell landing and await assistance.
ELEC has acquired one SKED stretcher for the community. A SKED stretcher is a complete rescue system that can be used by first responders and other persons to evacuate an individual who is incapacitated. The SKED stretcher is located inside the ELEC Building Emergency Supply cabinets outside of 1R (the rear door) of the freight elevator. ELEC intends to acquire additional SKED stretchers in the future, as needed.
- Close as many doors as possible between yourself and the smoke/fire, which will slow down the spread of smoke and flames.
- Placing towels or pillows at the bottom of the door to fill any space that smoke may come through.
- Keep doors closed for safety. A closed door will keep out smoke and other poisonous gases produced by a fire.
- Sit as close as possible to the floor where the freshest air will be. Wait for further assistance— if your need has been communicated to the Elizabeth staff on your Information Form, the Fire Department and Elizabeth Lofts staff are aware of your need for assistance. If you have filled out a resident survey, the staff at the Elizabeth will have this information and dispatch assistance to your unit. In addition, firefighters will have access to a list of residents needing additional assistance within the external lockboxes. If you have not communicated any special needs to the Elizabeth staff, please contact the Concierge and request a resident survey form, so you are set up in the system.
- The Multnomah County Additional Needs Registry is a voluntary program for those persons in Portland and Multnomah County who may need specific disability-related assistance and/or accommodations in the event of a major disaster. Signing up for the registry is done through the website www.publicalerts.org. You should fill out the Additional Needs Registry section if you have difficulty with one or more of the following activities: getting around inside your home, getting in or out of bed or a chair, bathing, dressing, eating, seeing, hearing, speaking, thinking, understanding, lifting/carrying, using stairs, and walking. Specific accommodations and assistance needs may include communicating through alternative means, requiring specialized para-transit services, life sustaining medications or equipment, etc. Enrollees should

still take appropriate measures to become as self-prepared as necessary, given their personal situations. Enrollees are not prioritized for first consideration or evacuation. If you do not have access to a computer or need assistance in filling out the application, please call the Multnomah County Helpline at 503-988-3646. Staff will take your information over the phone to set you up in the system.

- Don't break the window; this could allow smoke from outside to fill your area of refuge. Under certain circumstances, this may cause a backdraft, where flames will invade your area of refuge.
- You can signal your location by putting something bright or light-colored and noticeable in the window to help notify the Fire Department of your presence. Alternatively, if you have prepared an emergency kit with a HELP placard you can post this sign in one or more of your windows.
- If you notice smoke entering your unit, or you feel that you are in immediate danger, call 911 from the phone and tell the dispatcher about your situation.
- Always follow the instructions of staff and emergency response teams.

Earthquake

The Elizabeth structure is designed to current Zone 3 seismic design code standards. However, PREPARING FOR AN EARTHQUAKE IS SOMETHING THAT EVERY RESIDENT OF OREGON SHOULD TAKE SERIOUSLY. The State of Oregon has a subduction zone fault line that extends near Newport, Oregon to Northern California. Oregon State University scientists calculate there is a one-in-three chance that a major quake will strike the region by 2061.

A significant earthquake affecting the city of Portland will tax the local police, fire & rescue, and hospital facilities beyond their capacity to react to all needing immediate assistance. In addition, repairs to damaged utilities may take a significant amount of time. For this reason every resident should ensure they have prepared, and have access to, a 72-hour emergency kit.

In the event of a significant earthquake:

- DO NOT RUN OUTDOORS!! - Stay inside the building and protected until the earthquake has passed. Remember that falling debris and downed power lines can injure or kill.
- At the onset of the earthquake, duck and cover underneath a sturdy desk or table. Sheltering underneath a load-bearing doorframe is a second choice - but most doorframes are NOT load-bearing. REMAIN CALM.
- Once the earthquake has stopped, emerge carefully from your shelter and begin to assess the situation. Unless the damage warrants evacuation or you are instructed to evacuate by emergency personnel, it is recommended that residents shelter-in-place.
- To limit the amount of additional damage that can be done to the building and potentially impact our ability to shelter-in-place or return to the building, each resident should immediately shut off the water and gas in their unit. The water shutoff valve for most units is typically located either near your HVAC unit filter changing access or above the access door in the ceiling of your bathroom. In some units, a second ceiling access door near the HVAC ceiling door contains the shut-off valves for the unit's water supply. Please note: There is one valve for the hot water and one valve for the cold water. Also, some units do not have access to shut off their own water. Rather, the shut-off is in an adjacent unit. The gas shut-off valve for most units is typically located under your kitchen sink and is marked by a red handle. It is recommended that each resident locate the water shut-off valve (a step stool may be required) and the gas shut-off valve for their unit and determine how to operate the shut-off valve in an emergency. Again, should you require assistance with this, please contact the Concierge or Facilities Manager for assistance.

- If evacuation is necessary, use the stairwells just as you would in the event of a fire. Proceed to level 1 and exit the building. REMEMBER TO TAKE YOUR EMERGENCY KIT WITH YOU, if possible.
- The elevators in the Elizabeth Lofts are equipped with seismic sensors. They are programmed to automatically deliver the car to the nearest floor beneath the elevator car and engage emergency brakes to hold the cars in place. Any occupant of the elevator can then exit the elevator car and proceed to the stairwells to exit the building. If for some reason you are trapped in an elevator following an earthquake, use the intercom system and/or emergency bell to alert staff of your presence in the elevator. The intercom will be powered by the emergency power generator.
- After you have exited the building, stand away from the building, as aftershocks may follow and cause further damage. Remaining clear of buildings will help protect you from falling debris. A number of older buildings in town are unreinforced masonry buildings and may not be stable during or after an earthquake. If navigating downtown streets, stay clear of older structures to avoid injury.
- Assist other residents as you are able. There likely will be injuries resulting from a large earthquake. Only help injured persons evacuate if you are able to safely do so and only if it appears they do not have head or neck injuries. NEVER attempt to move someone who you suspect may have a head or neck injury.
- If evacuation from the Elizabeth is necessary because it is unsafe to inhabit the building, the Portland Bureau of Emergency Management has established 48 Basic Earthquake Emergency Communication Node (BEECN) sites throughout the city where residents can go after a major earthquake to ask for emergency assistance if phone service is down or report severe damage or injury. Please stay current on these sites and related information by visiting – www.portlandoregon.gov/pbem/59630.
- Locate Elizabeth Lofts staff members and a member of ELEC and inform them of significant damage and persons with serious injuries that could not be evacuated so that staff may relay this information to emergency response teams. Join other residents in the lobby to be evacuated to the nearest Portland Bureau of Emergency Management Basic Earthquake Emergency Communication Node (BEECN) site. While ELEC members are not trained professionals, and do not possess any specific skills or response capabilities, all efforts will be made to put in place procedures to assist others and coordinate with professional response teams in the event of emergencies.
- Always follow the instructions of emergency response teams.
- If it is safe for residents to shelter-in-place after an earthquake, the Elizabeth Board of Directors and ELEC maintain a cache of emergency preparedness equipment and supplies (not including food or water) and, to the extent possible, will distribute first aid and supplies from the Emergency Preparedness (E-Prep) Staging Area located near the ELEC Building Emergency Supply cabinets outside of 1R (the rear door) of the freight elevator. These supplies are NOT meant to replace or supplement your personal emergency kits. Instructions for the proper disposal of trash will also be distributed.

Lock Down

- Any threat of violence or violent incident that is in-progress and is directed toward you, other residents, or the building, should be reported immediately to the police and the Concierge and/or security staff.
- In the event of a violent incident on-site, staff will use the building intercom system to implement a lockdown, at which point residents will be advised to secure themselves inside their units, or the nearest room with a lock on the door, until the threat has been neutralized by the police.
- Once you are locked inside a secured room, remain silent and leave lights off until the all- clear signal is announced or until the area is secured by responding police and you are directed to evacuate.
- Any residents who feel they would be safer evacuating the building either because they are near an exit, away from the area at which the violent incident is occurring, and/or do not have a securable area nearby, may do so but should take refuge inside another building in the area until police are on-scene.

Radiation, Chemical, or Biological Emergency

- Stay Calm
- Bring children and pets inside
- Close and lock all exterior doors and windows
- Turn off all fans, heating, and air conditioning systems
- Gather your disaster supplies and battery powered radio
- Go to an interior room, ideally without windows. Stay clear of the garage basement area. (In case of a chemical threat, a room above ground is preferable because some chemicals are heavier than air and may seep into the basement).
- Use duct tape, or wet towels if you are out of duct tape, to seal doors, exhaust fans, vents, and windows
- Listen to the radio or TV for emergency instructions and shelter-in-place until you are told all is safe

Getting More Information

Emergency Preparedness

- Red Cross: www.redcross.org
- Federal Emergency Management Agency (FEMA): www.fema.gov and www.ready.gov
- Multnomah County Office of Emergency Management: <https://multco.us/em>
Phone: 503-988-6700, option 1
- City of Portland Bureau of Emergency Management (PBEM):
www.portlandoregon.gov/pbem Phone: 503-823-4375
- Portland Bureau of Emergency Management Basic Earthquake Emergency Communication Node (BEECN) site information: www.portlandoregon.gov/pbem/59630
- The joint City of Portland and Multnomah County Community Emergency Notification System: www.PublicAlerts.org
- Public Hygiene Lets Us Stay Human, or PHLUSH, <https://www.phlush.org/emergency-sanitation/> for step-by-step instructions on how to create an emergency toilet
- Elizabeth Lofts Emergency Committee <https://www.elizabethlofts.org/information/earthquake-study/>

During an Emergency

Local radio and television stations will provide information in the event of a major emergency. In some instances, the Emergency Alert System may be activated. Tune in to your local stations for public information.

Radio Stations in the Portland Metropolitan area are:

KBVM	88.3 FM	KWJJ	99.5 FM
KQAC	89.9 FM	KKRZ	100.3 FM
KFFP (LPFM)	90.3 FM	KBSF (LPFM)	100.7 FM
KBOO	90.7 FM	KXL	101.1 FM
KXRY	91.1 FM	KDOO (LPFM)	101.5 FM
KOPB	91.5 FM	KYQT (LPFM)	101.5 FM
K220IN (KAWZ)	91.9 FM	KINK	101.9 FM
KGON	92.3 FM	K272EL (KKRZ-HD2)	102.3 FM
K224DL (KZRI)	92.7 FM	K279BO (KLVP-HD3)	103.7 FM
K228EU (KGDD-AM)	93.5 FM	K283BL (KFBW-HD2)	104.5 FM
KPDQ	93.9 FM	KXRU (LPFM)	105.5 FM
KISN (LPFM)	95.1 FM	K292HH (KPDQ-AM)	106.3 FM
KBFF	95.5 FM	KPOJ	620 AM
KICN (LPFM)	96.7 FM	KXTG	750 AM
KNUM (LPFM)	96.7 FM	KPDQ	800 AM
KYCH	97.1 FM	KUFO	970 AM
K248DD (KLVP)	97.5 FM	KFXX	1080 AM
KFFD (LPFM) (CP)	98.3 FM	KGDD	1150 AM
KUPL	98.7 FM	KEX	1190 AM
KSFL (LPFM)	99.1 FM	KBNP	1410 AM

**To use this information you may need a battery-powered or hand-crank radio.
See the Emergency Preparedness Kit (pages 2 & 3) for more details.**

SPECIAL CIRCUMSTANCES

People with Disabilities

- Create a support network to help in an emergency.
- Tell these people where you keep your emergency supplies.
- Consider giving a trusted member of your support network a key to your unit.
- The Multnomah County Additional Needs Registry is a voluntary program for those persons in Portland and Multnomah County who may need specific disability-related assistance and/or accommodations in the event of a major disaster. Signing up for the registry is done through the website www.publicalerts.org. You should fill out the Additional Needs Registry section if you have difficulty with one or more of the following activities: getting around inside your home; getting in or out of bed or a chair; bathing; dressing; eating; seeing; hearing; speaking; thinking; understanding; lifting/carrying; using stairs; and walking. Specific accommodations and assistance needs may include communicating through alternative means, requiring specialized para-transit services, life sustaining medications or equipment, etc. Enrollees should still take appropriate measures to become as self-prepared as necessary, given their personal situations. Enrollees are not prioritized for first consideration or evacuation. If you do not have access to a computer or need assistance in filling out the application, please call the Multnomah County Helpline at 503-988-3646. Staff will take your information over the phone to set you up in the system.
- A voluntary list of individuals who feel they may need assistance in the event of an emergency is maintained jointly by the Concierge and ELEC. This list is also stored in a locked location available to Portland Rescue and Firefighters. Consider adding your name to this list if needed.
- Wear medical alert tags or bracelets to help identify your disability.
- If you are dependent on dialysis, or other life sustaining treatment, know the location and availability of more than one facility.
- Show others how to operate your wheelchair.
- Know the size and weight of your wheelchair, in addition to whether it is collapsible, in case it has to be transported.
- If you have a helper/assistant and they are comfortable doing so, ask them to learn the location of the SKED stretcher and how to operate it. A member of ELEC would be glad to assist you with this.

People with Children in School

- Most schools have an emergency plan that includes evacuation destinations. Call your children's schools and find the location and write it down here. In the event that you need to locate your child in an emergency during the school day, you should know the directions to their school's evacuation locations.

- Name of school _____

Evacuation Destination _____

- Name of school _____

Evacuation Destination _____

Family and Friends Communication & Coordination

In the event of an emergency, you may become separated from household members. Develop a plan with family members to determine how and where you will meet should you have to evacuate. Choose a location outside your neighborhood in case you can't return home. ELEC has chosen a designated meeting place in the North Park blocks (corner of Flanders and Park) in case of a sudden emergency, like a fire. In a regional disaster such as a major earthquake, roads into, and out of, the city may be unusable for a period of time.

Ask an out of town friend or relative to be your contact. Following a disaster, family members should call this person and tell them where they are and to report their status and important coordination information. Everyone must know the contact's phone numbers. After a disaster, it is often easier to make a long distance call than a local call from a disaster area. Also, texting often becomes available long before voice calls.

Building Information

The following information provides a description of the construction of the Elizabeth and is for reference purposes only.

Building Shell

The primary structural system for the Elizabeth building is designed to current Zone 3 seismic design Code standards. The structure consists of cast-in-place, reinforced concrete columns supporting cast-in-place concrete floor/ceiling slabs. The slabs are typically 7.5+/- inches thick with two-way post-tensioned cable reinforcing. The 14th and 15th floor slabs have cantilevered perimeter sections with additional slab thickness for the penthouse level decks. Cast-in-place concrete walls, 12 to 18 inches thick at the elevator shaft, stair towers and north and south corridors provide lateral support.

Exterior walls are a combination of brick veneer over metal studs and an aluminum framed window system. Window systems throughout are double-glazed using a low-E coated glass product for improved thermal performance.

Mechanical Systems

Plumbing: The primary water piping in the building is copper. Smaller diameter water distribution piping is the highest quality CPVC and PEX material selected for its elimination of corrosion and durability. Waste piping is cast iron where it provides acoustic advantages or as required in fire-resistive wall assemblies. Vent piping is ABS. Waste disposal is provided at kitchen sinks. Hot water is provided to residential units from dual central hot water boilers using a re-circulating piping system.

Heating, Cooling and Ventilation: For each unit, a water source heat pump fan unit is located in the utility room, in a hall closet ceiling, or above the bathroom ceiling which is connected to a central boiler and cooling tower on the building roof. Air is distributed within residential units through exposed, spiral metal ducts with linear slot diffusers. Fresh air is provided to the units by operable exterior windows and make-up air in the corridors.

Fire Sprinklers and Smoke Control: The Elizabeth has an automatic fire protection sprinkler system and smoke alarms throughout the building. The sprinkler and smoke detection alarm systems are monitored by a 24-hour service. In the event of a fire, each unit functions as an individual smoke control compartment fully enclosed by a one-hour rated, fire protection assembly. All stairwells have vestibules and are pressurized to limit smoke contamination. The system is designed to automatically pressurize the corridors of the floor immediately above and immediately below the floor originating the alarm to protect other floors. These systems, along with emergency exit illumination, are backed up with an emergency generator. Sprinkler pipes are exposed in areas that have concrete ceilings.

Electrical Systems

Each unit panel contains dedicated power distribution. These range from 100 amps for small units to 150 amps for penthouse units. Lighting is provided for the entry, bath(s), kitchen, utility room, and walk-in closets. Ceiling mounted track fixtures provided in kitchens can accommodate additional owner-provided light fixtures. Connections for electric washer and dryer include dryer vent connections served by a central exhaust fan. Bathroom exhaust fan and a recirculating charcoal filter kitchen fan are provided.

Each typical residence is provided with a minimum of four combination telephone/cable TV jacks. Penthouse units will have a minimum of five telephone jacks. Building phone service is capable of four lines to each unit. Cable TV coaxial lines are provided to each unit. High-speed internet service is available via Quest DSL, Comcast, Wave G, or other providers.

Emergency Power: In case of a power outage, an emergency generator located in the parking garage provides power to detection and alarm systems, to corridor/egress lighting, and to emergency mechanical systems.

Entrance control: Resident access is via coded fob. Building visitors may contact a resident through the intercom system located outside the lobby entrances, which operates through the telephone system. A unit owner releases the lobby entrance lock by entering a code on the resident's telephone. Closed-circuit television cameras at lobbies and other selected strategic points provide images to a digital recorder on site.

Common Systems

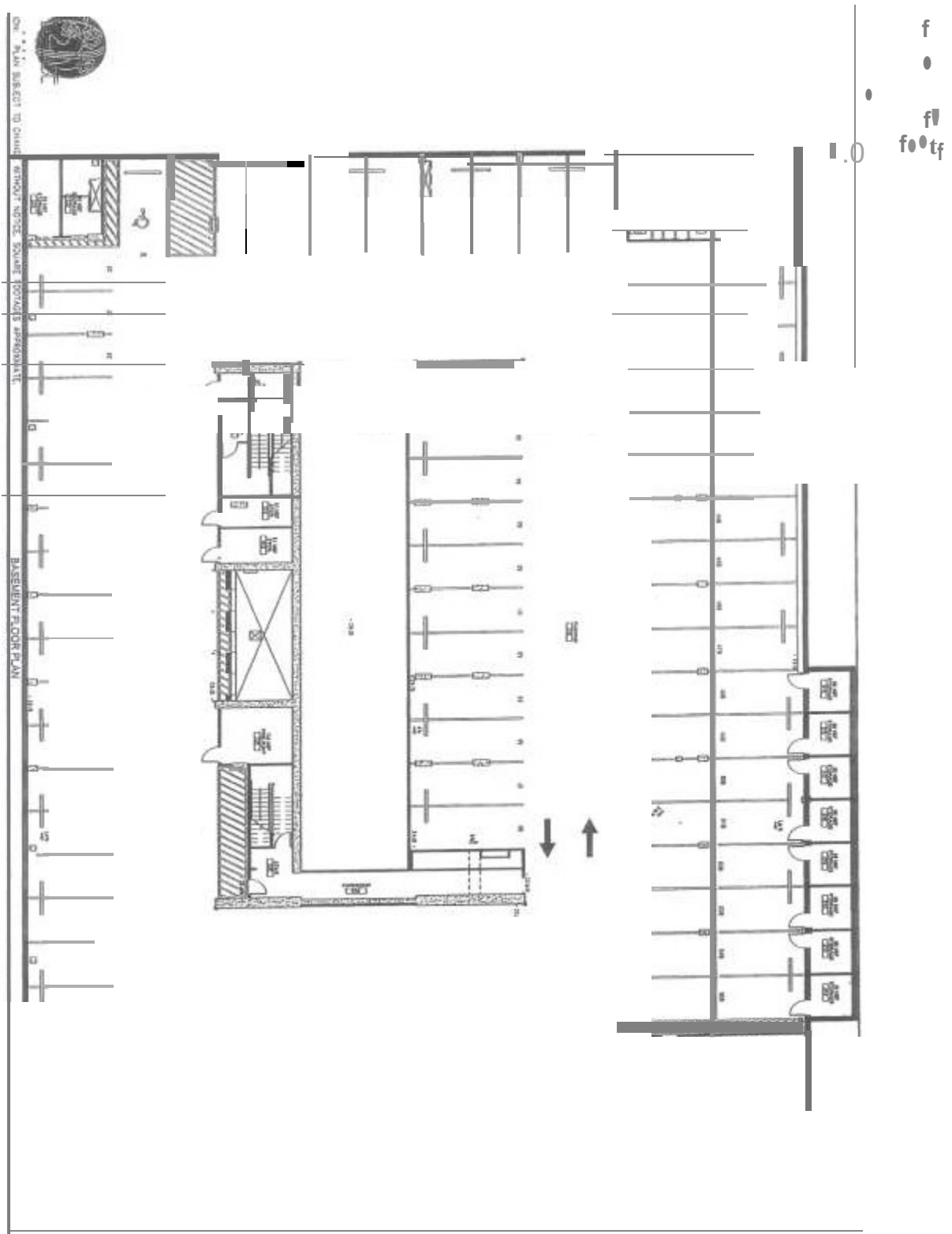
Elevators: Three 350 foot per minute, 4500-pound capacity, service style Otis Gen 2 traction elevators serve all residential levels. Cab size of 6'x9'x10' high facilitates furniture movement.

Individual Floor Plans

The following diagrams are included for residents to familiarize themselves with their floor plans and with the floor plans for the common floors. As you walk the hallway to locate your floor exits, fire alarm pull locations and fire extinguishers you can take these diagrams with you to make notes.

As you get to know your neighbors you might want to write their names next to the units outlined in these diagrams.

Basement Level

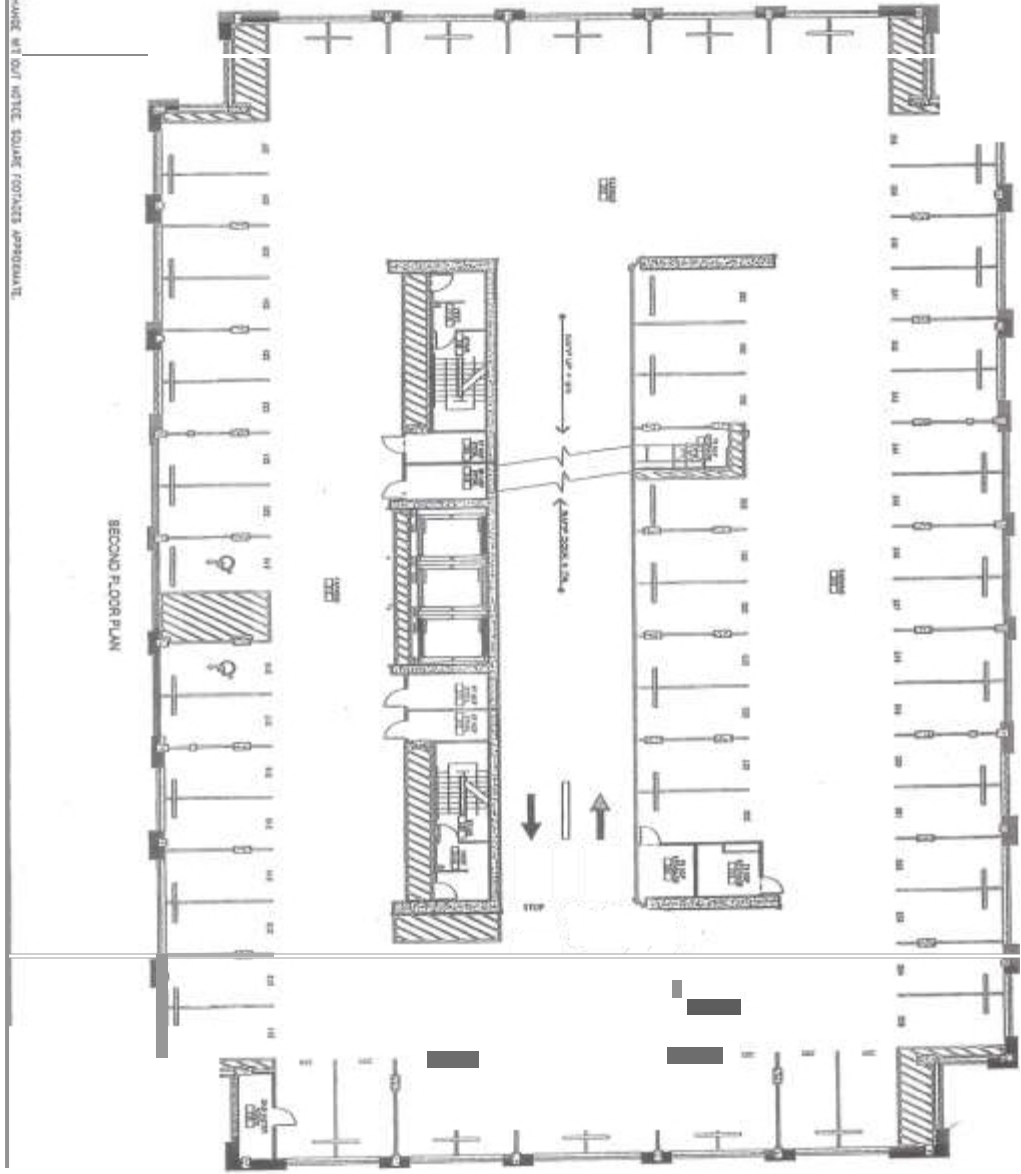


Second Floor



TOP OF FLOOR SHALL BE FINISH WITH WHITE SQUARE TERRAZZO APPROXIMATE

SECOND FLOOR PLAN

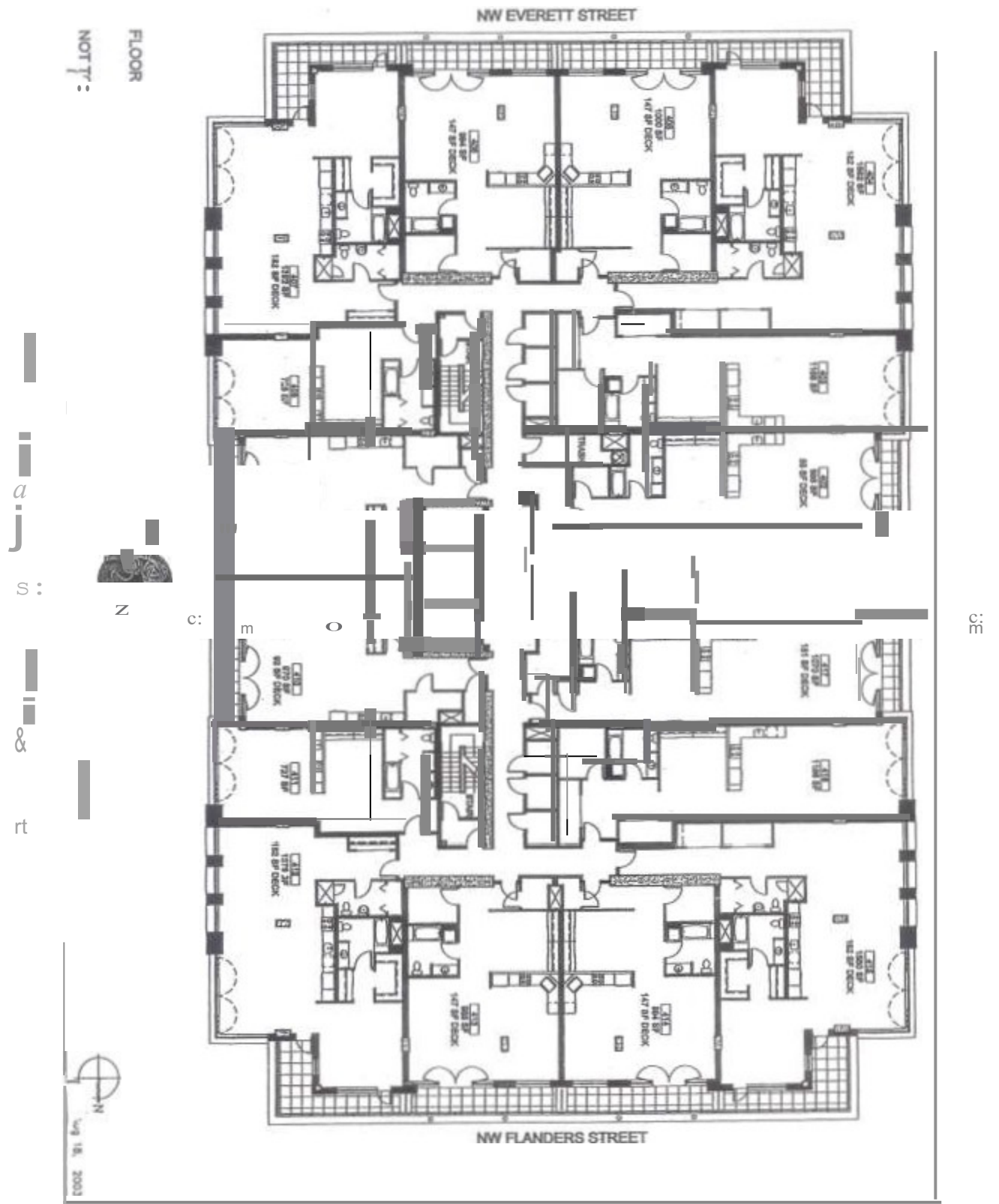


Aug 18, 2002

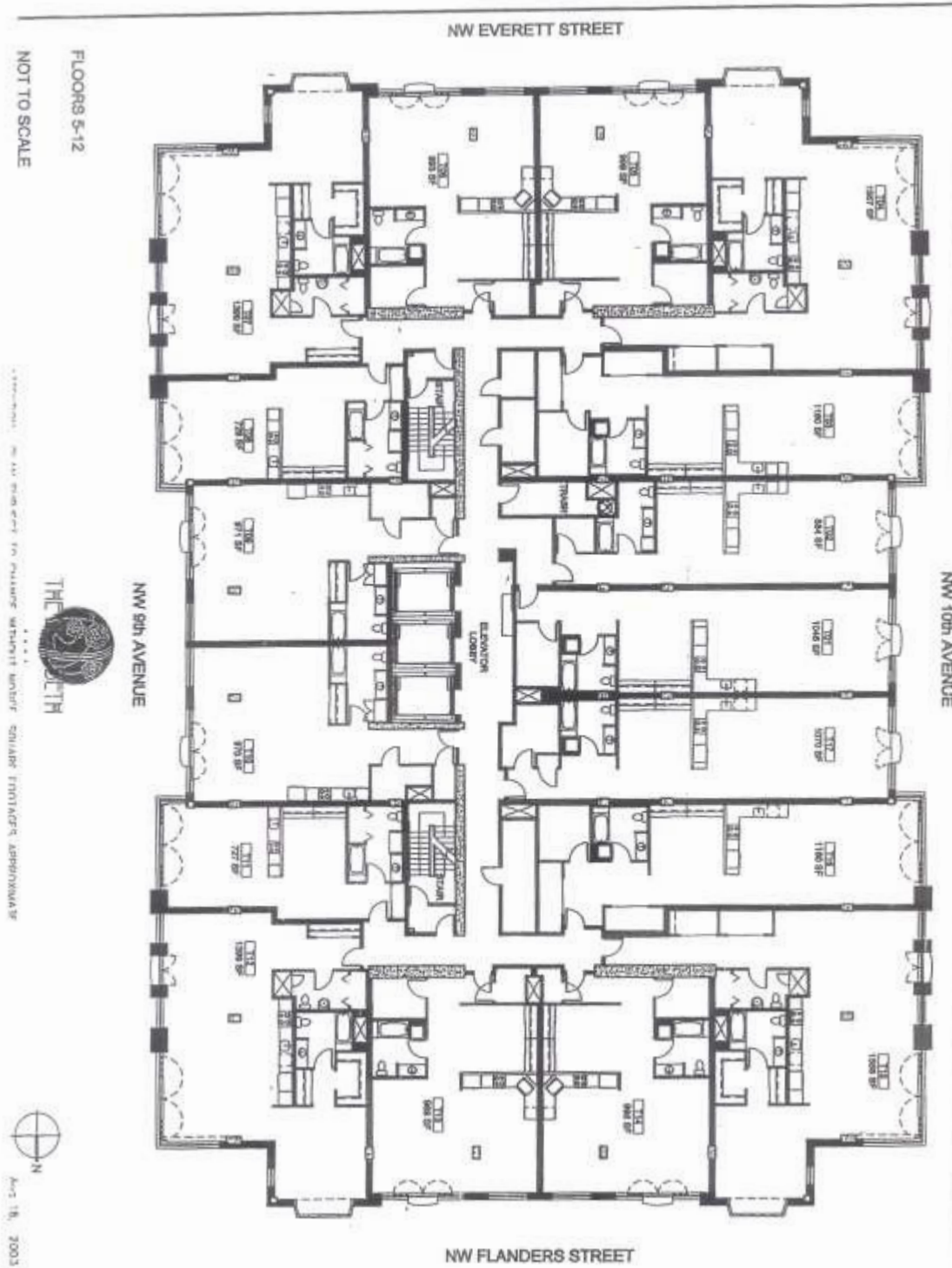
Third Floor



Fourth Floor



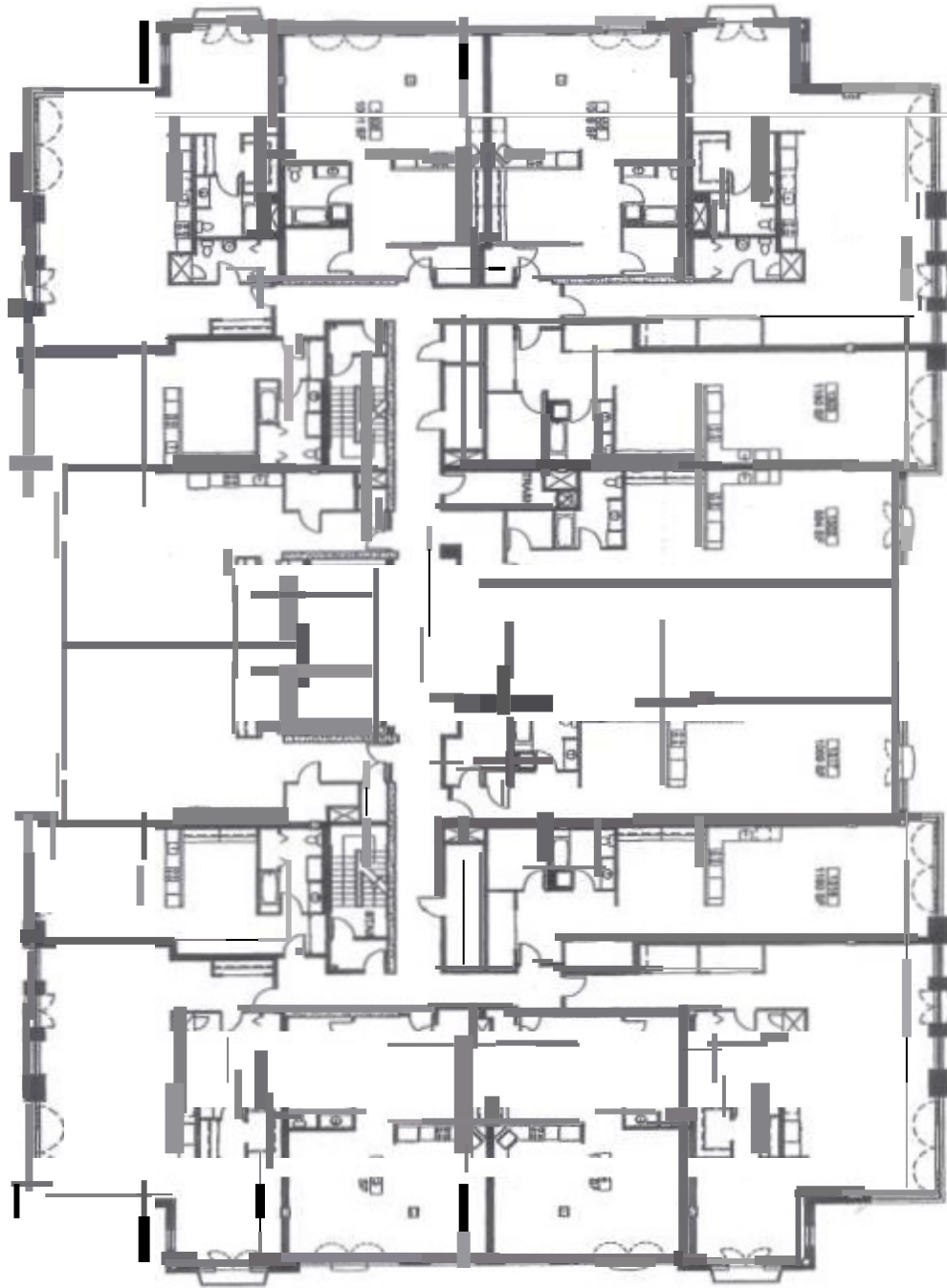
5th Through 12th Floors



131 EVERETT STREET

t
s

...



14th Floor

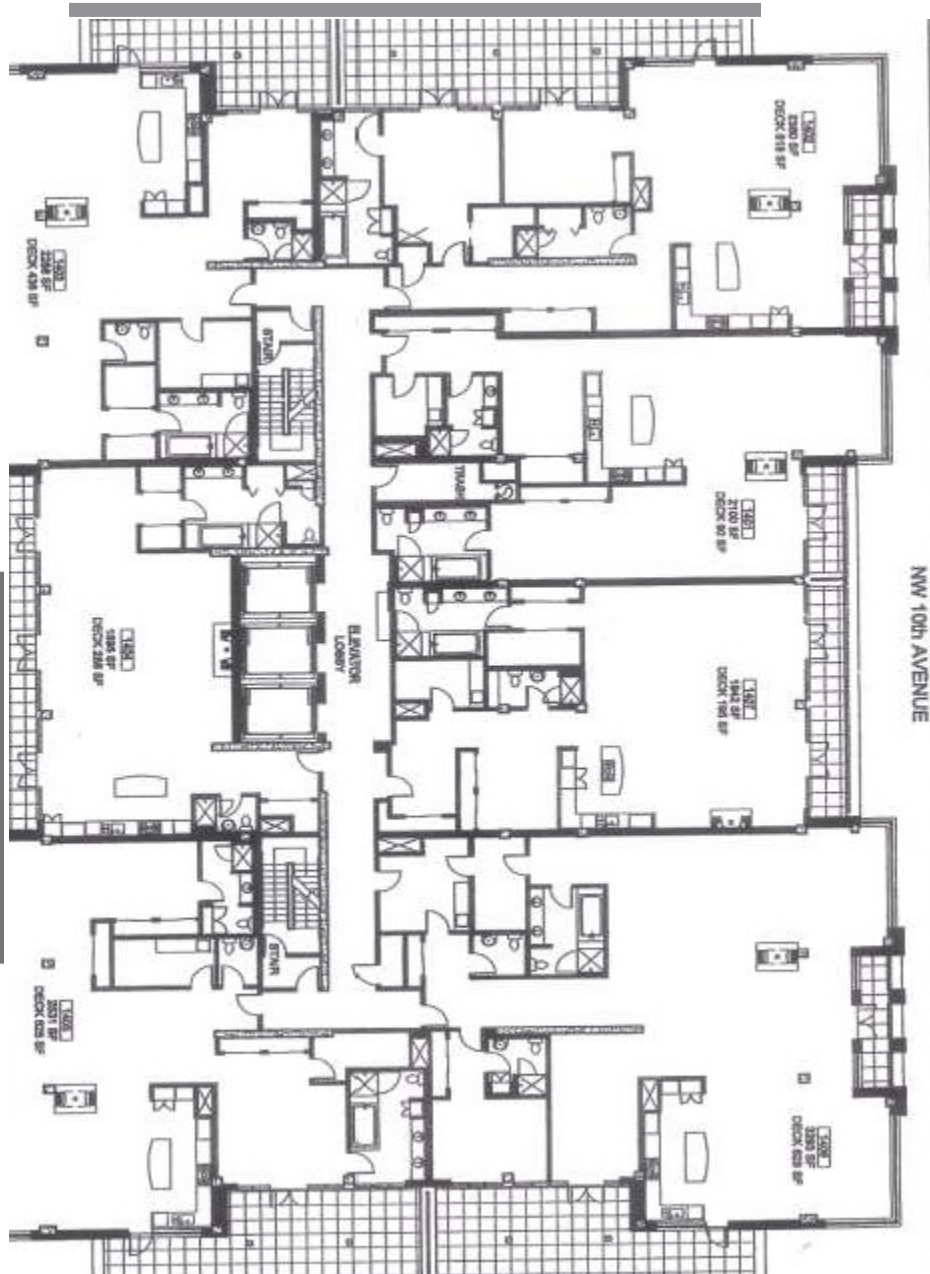
NOT TO SCALE

:

ATTENTION: PLAN SUBJECT TO CHANGE WITHOUT NOTICE. SQUARE FOOTAGES APPROXIMATE.



NW 9th AVENUE



15th Floor

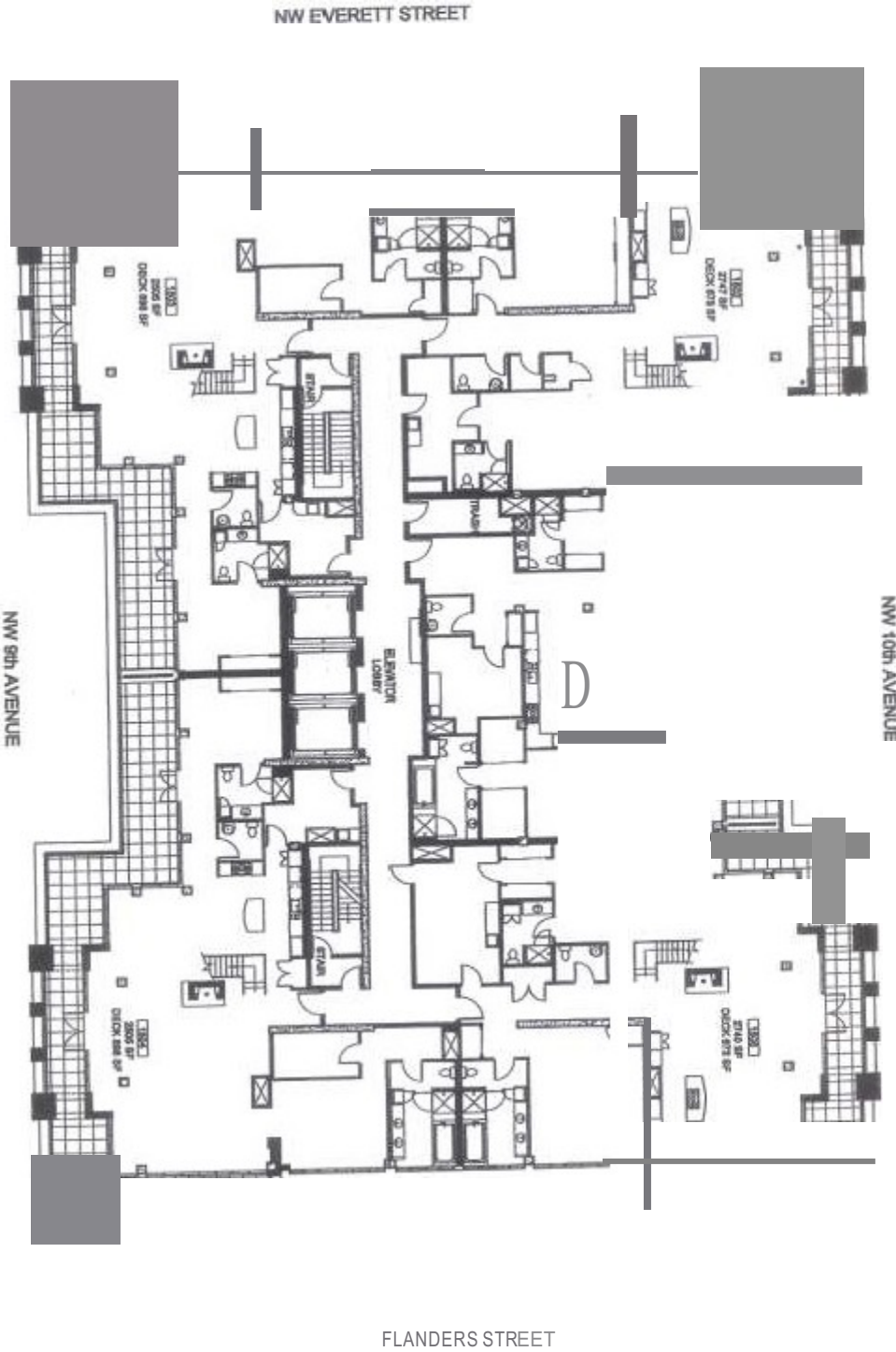
NOT TO SCALE

FLOOR 15

ATTENTION: PLAN SUBJECT TO CHANGE WITHOUT NOTICE. SQUARE FOOTAGES APPROXIMATE.



Aug 18, 2003



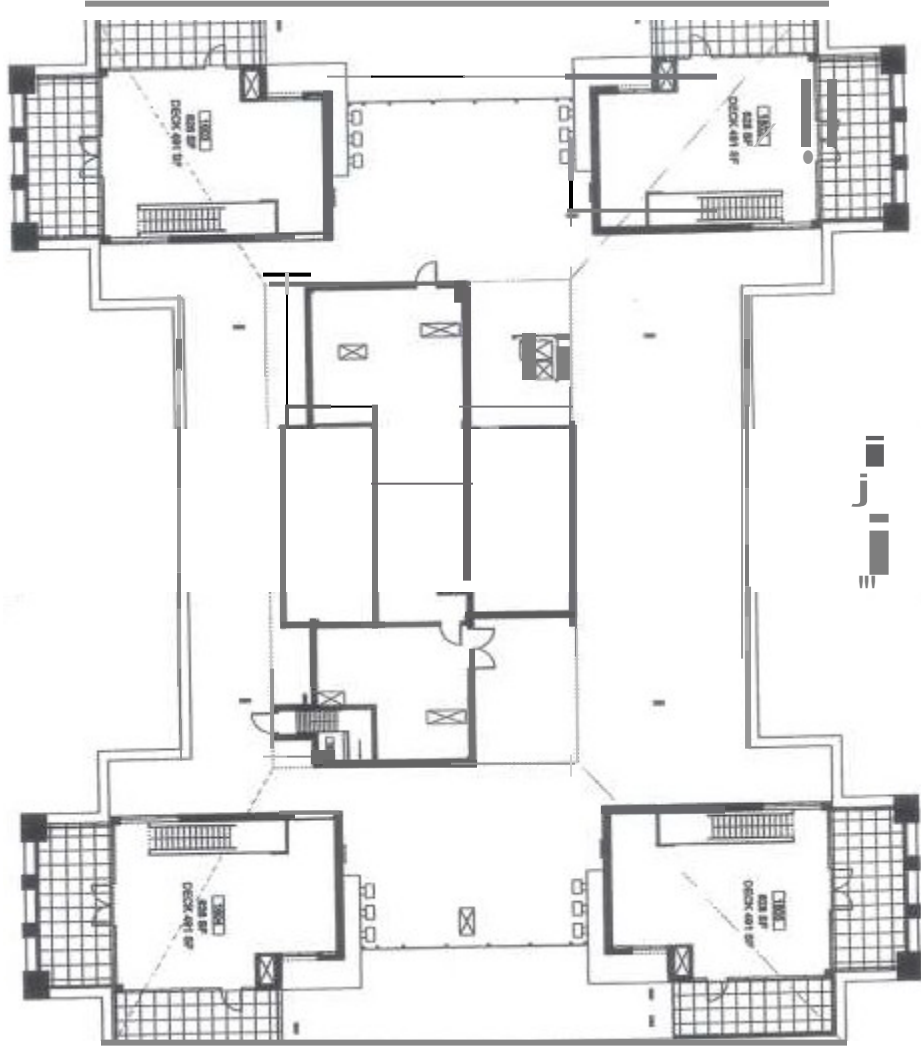
FLANDERS STREET

16th Floor

NW EVERETT STREET

NOT TO SCALE

FLOOR 16



NW FLANDERS STREET

2 f.

0 t

\$

! :Z

