

# CHANCELLOR PROPERTIES, INC.



## THINGS TO KNOW

## LIST OF IMPORTANT NUMBERS AND INFORMATION

CHANCELLOR PROPERTIES, INC. OFFICE..... 215 735-9808  
MAINTENANCE OFFICE.....215 735-3768

YOU MAY also E-MAIL YOUR MAINTENANCE REQUEST BY VISITING OUR WEB SITE - [WWW.CHANCELLORPROPERTIES.COM](http://WWW.CHANCELLORPROPERTIES.COM) - CLICK ON THE BUTTON MARKED "OUR RESIDENTS", then click the #2 button "Maintenance Request"; this will open an email message which you may fill out. Please remember, when calling or emailing, to give your name, building and apt.#, plus your phone # and nature of problem. Also, if you wish to be present when maintenance arrives, let them know when you will be available.

24 HOUR EMERGENCY HOT LINE.....1 866 287-8807  
An after hour emergency is for leaks, toilet not working, provided you only have one bathroom, if your refrigerator is not working or your stove pilot light is out, if your smoke detector is not working or you have no heat in winter. All other maintenance problems are to be called in or emailed for service during normal business hours.

POLICE AND FIRE .....911  
PHILA. ELECTRIC (PECO) – NEW SERVICE..... 215 841-4000  
EMERGENCY.....215 841-4141  
PHILA. GAS WORKS (PGW) – NEW SERVICE..... 215 235-1000  
VERIZON (TELEPHONE) – NEW SERVICE..... 1 866 892-8368  
COMCAST CABLEVISION..... 1 800 989-0264

Verizon Avenue DSL users Community Page message board  
[www.verizon.com/avenue/mycommunity](http://www.verizon.com/avenue/mycommunity) after you pull up this page, just go down the list to your building name, click onto it, your community page updates and messages should be there.

## ***ENTRA GUARD DOOR ACCESS SYSTEM***

If your building is equipped with an entra-guard telephone access control system, it will allow you to control the locked door to your building by using your apartment telephone.

Please provide the office with your telephone number if you wish to use this system.

Your number will be stored in the memory of the system and will remain confidential.

Your residence has been assigned a calling code number which will be listed beside your apartment number on the directory outside your building.

Your visitors must know your apartment number, as your calling code has no relation to your apartment number. Your visitors simply enter this code # on the keypad at the front door. Your telephone # will then be retrieved from memory and the system will place a call to you.

When you answer your phone you will hear gentle "beeps" and you may then talk to your visitor. You may then push the # "9" on your phone keypad and this will re-lease the lock at the front door.

***CHANCELLOR PROPERTIES, INC.***

*When Making Any Payments*  
For Rent, Electric, Storage, Etc.  
Please Include Your Name, Building And Your Apartment #,  
And Note What The Payment Is For.

Rent Is Always Due On The First Day Of The Month.  
If You Are Mailing Your Payment;  
Please Follow The Above And Mail Payments To:

Chancellor Properties, Inc.  
P.O. Box 22466  
Philadelphia, Pa 19110-2466

***We Are Sorry, But We Are Unable To Accept Cash At Any Time.***

## ***CHANCELLOR PROPERTIES, INC.***

### **RESIDENT DISASTER INFORMATION**

The Management of Chancellor Properties, Inc. has prepared this package for you, our resident in order to prepare you in the event of any natural or man-made disaster. This package is not meant to alarm you but to reassure you. Knowing that you are ready and prepared for any situation that may arise in the future will allow you to enjoy your day-to-day.

There are several occurrences covered in this package so please take the time to read through the guidelines; make any necessary arrangements, then gather the needed materials to be put in an easy to reach location.

Assemble emergency supplies:

The following items are necessary for most types of disasters.

- Portable water
- Portable radio
- Batteries all sizes (keep separate from both for radios and flashlights.)
- Complete, large first aid kit
- Med re-chargeable flashlight
- Large flashlight with flasher
- Cell phone
- Styrofoam containers for cold food items (in case of a power outage.)
- Roll of Duct tape

*The following pages cover the events listed below:*

- Escaping a fire
- What to do during a flood
- What to do during severe storms
- What to do during a tornado/earthquake
- During a Power Outage
- Anthrax or Biological agents on suspicious mail
- Evacuation Procedures

## **FIRE EVACUATION PROCEDURE**

1. When the fire alarm sounds, leave your apartment at once.
2. Close doors behind you and proceed into the fire exit, remain there until you are given instructions by the Fire Department or the Fire Marshall. Fire exits are safe areas of refuge since they are enclosed and the doors and walls are fire-rated to keep smoke and heat from entering the stairway.
3. Feel the door that leads from your apartment to the corridor before opening it. If it is hot or if smoke is seeping in, do not open the door. If you become trapped in your apartment and cannot reach the fire exit, keep the door closed and seal off any cracks to prevent smoke from entering. Use the phone in your apartment to call the fire department. Dial 911 and give them the name and location of the building, the floor you are on and the apartment number.
4. If the door feels cool, open it cautiously; be braced to slam it shut if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, proceed with your escape plan.
5. Do not use elevators. They will stop if the power fails, causing occupants to become trapped. Elevator shaft ways are like chimneys; smoke could enter the shaft, thereby asphyxiating the occupants trying to evacuate the building.
6. Disabled persons. A responsible person or a person, who resides on the same floor as the disabled, should be assigned to assist in the event of fire. These people are to be taken to the fire exit and will remain on the landing in the fire exit.
7. If caught in smoke or heat, stay low where the air is better, take short breaths (through nose) until you reach the fire exit.

**IMPORTANT:** BE SURE THE FIRE EXIT DOORS ARE CLOSED AT ALL TIMES SO SMOKE CANNOT ENTER THE STAIRWAY. IF ANY TIME, YOU OBSERVE FIRE EXIT DOORS BEING PROPPED OPEN, PLEASE REPORT IT TO THE BUILDING MANAGER.

## Escaping a fire

- Stay low; smoke rises so clean air is nearest to the floor.
- Close as many doors as possible to prevent the fire from spreading.
- Do not endanger yourself in doing so.
- Maintain contact with a wall.
- Use handrails as you descend stairs.
- Test doors by putting the back of your hand to them before opening them. If hot find another way out. If another exit is not available, open the door slowly and carefully and be ready to close it if heat or smoke pours in.
- Stop, drop, and roll if clothing catches fire.
- Do not panic and run; this will only fan the flames.
- Cover your face with your hands.
- Drop gently to the ground.
- Never beat at the flames with your hands; rather, smother them with your body.

After you exit the building and are outside:

- Move away from the building.
- Do not block fire fighters and equipment.
- Be careful of falling glass.

### **What to do during a flood**

- If you live on a ground floor or lower level apartment, please open basement or low-level windows to equalize water pressure on the building's foundation and walls.
- Use no open flames; there may be escaping gas from ruptured mains.
- Watch for and avoid live electrical wires.

### **What to do during a severe storm**

Stay tuned to NOAA Weather Radio or local radio stations for updated storm information. A storm WATCH means a storm is possible; a storm Warning means a storm is headed for your area. Seek shelter if advised by weather bureau.

### **What to do during a snowstorm**

Stay tuned to NOAA Weather Radio or local radio stations for updated storm information. A winter storm WATCH means a storm is possible; a winter storm Warning means a storm is headed for your area. A BLIZZARD WARNING means strong winds; blinding wind-driven snow and dangerous wind chill are expected. Stay indoors until cleared.

### **What to do during a tornado/earthquake**

Although tornados and earthquakes rarely occur in the Northeastern states they can and do happen occasionally. The procedures are similar:

- The best protection in a tornado is usually an underground area; for an earthquake it is better to be outdoors and away from buildings.

If you are indoors during either an earthquake or tornado then it is better to take cover in:

- A small interior room or hallway on the lowest floor.
- Under a sturdy piece of furniture in rooms constructed with concrete, brick or block.
- Any area that is protected from doors and windows.
- Protect your head and neck in both instances.

### **During a Power Outage**

Sudden power outages alone or accompanied by another disaster can prove to be more than troublesome, especially when they are prolonged. You should listen to your portable radio and stay in place unless otherwise notified from management. If the authorities are calling for an indefinite or prolonged outage, your refrigerated food should remain safe for as long as 12 hours if you do not keep opening refrigerator doors. You may use your styrofoam container to store perishable foods also.

### **Suspicion of Anthrax or Biological agents on mail**

Most biological agents have an incubation period of 1 to 10 days. A biological agent is a living microorganism or a toxin. There is no immediate risk of injury following exposure. Anthrax would fall under this category. Agents such as these are harmful when released into the air.

If you suspect a biological agent, either on an envelope, package or any surface, try to minimize the spread or dispersal of the powder or substance.

*Some characteristics to look for are:*

1. A powdery substance on the surface.
2. A strange odor or stain

The best thing to do is to carefully place the article on a flat surface and call The Postal Service for further instructions (at this time it would be advisable to also contact your Property Manager to advise her of the situation).

If you have contacted the powder, wash your hands and face with soap and water, and return to the area to await arrival of police or fire department. Do not let anyone else come into contact with the powder and do not throw anything away, as it will be needed for analysis and evidence.

## Evacuation Procedures

If local authorities ask you to leave their home or apartment, they have a good reason to make this request, and you should heed the advice immediately.

### All Evacuees:

1. Wear long-sleeved shirts, long pants and sturdy shoes so you can be protected as much as possible.
2. Take an Emergency Management kit. (Flashlights, batteries, first aid, cell phone, water and light snacks.)
3. Use travel routes specified by local authorities--don't use shortcuts because certain areas may be impassable or dangerous.
4. Listen to local authorities. Your local authorities will provide you with the most accurate information specific to an event in your area.
5. Stay tuned to local radio and television, and follow their instructions.

### If you're sure you have time:

- Call your emergency contact to tell them where you are going and when you expect to arrive.
- Plan to take pets with you; do not leave them behind. Because pets are not permitted in public shelters, follow your plan to go to a relative or friend's home, or find a "pet-friendly" hotel.
- Shut off water and electricity before leaving, if instructed to do so.
- Leave natural gas service ON unless local officials advise you otherwise. You may need gas for heating and cooking, and only a professional can restore gas service in your home once it's been turned off. In a disaster situation it could take weeks for a professional to respond.
- Stay away from downed power lines.

**Pets and evacuation:**

- DO NOT leave animals behind
- Use a suitable travel cage
- Prearrange a safe place because Red Cross shelters do not accept pets

## **“Shelter-in-Place” (non evacuating) Purpose & Procedures**

The purpose of this plan is to safeguard residents during an emergency outside the building. By preventing or limiting the infiltration of hazardous materials into the building, by closing windows and doors, shutting off air handling/HVAC systems, and by moving residents away from perimeter windows and doors, we hope to keep everyone safe, informed and comfortable. To ensure that our residents and our staff know what to do should an emergency arise, we will be holding annual training for all staff members responsible for performing duties during an emergency and shelter-in-place drills for residents and staff.

### **Procedures to be followed:**

- If local officials advise, building management will notify residents when a shelter-in-place emergency is occurring.
- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems.
- Get your emergency management kit, cell phone and radio.
- Bring your emergency kit, cell phone and radio to your floors interior hallway.
- Tune your radio to 1060 AM for up-dates.

\*Residents' interior hallways on the floor on which they live has been pre-determined by management to be your building's Shelter-in-Place area. Should local, state or federal officials deem that an outdoor hazardous materials or biological emergency exists that makes it unsafe for occupants to leave the building, this area has the fewest windows.

Handicapped or person's requiring assistance will be helped to the shelter.

The names of all those requiring assistance are contained in our Emergency Preparation Manual located at the front desk.

The building supervisor will shut down all air handling systems.

The lobby desk attendant will close all first floor doors or windows.

## **ALL-CLEAR**

When notified that the emergency is over, the building management will direct residents and all other occupants outdoors. The Building air-handling system will then be re-activated and operated until all contaminants are removed. Building management will then advise when it is safe to return to the building.

# DON'T BE A VICTIM

Reduce Your Chances Of Becoming A Victim Of A Crime By Taking  
Precautions And By Being Alert.

A criminal's best weapon is surprise. Darkness is the friend of the street criminal. Avoid walking on dark or deserted streets. Walk with a companion if possible and do not walk in lonely or unfamiliar neighborhoods.

Do not take shortcuts through parks, alleys or other deserted areas.

If you are afraid on a particular block, walk in the middle of the street. Muggers often walk past their victims and then turn and grab them from behind.

Notice who is on the street near you and notice where you could run if you had to.

If you think you are being followed, change directions, move out to the middle of the street and head for a lighted area where there are more people. If a person continues to follow you, run and scream if he gets close. Noise is your best defense. Don't worry about appearing foolish.

Do not wear expensive jewelry and carry a minimum amount of cash with you.

A purse held loosely over your arm or shoulder is an invitation to purse thieves. Securely carry your purse close to your side, under your arm. If your purse is snatched, do not struggle. Your life and safety is worth more than the purse's contents.

If a car or taxi drops you off at night, ask the driver to wait until you are safely inside your home or apartment.

Be alert at all times. Don't daydream. Walk quickly and with confidence. Keep your mind on getting safely to where you are going.

*PHILADELPHIA*



*PLACES TO GO*

# CHANCELLOR PROPERTIES, INC.

## HISTORIC SIGHTS

### **Civil War Library and Museum**

1805 Pine Street  
Philadelphia, Pa  
215 735-8196

Artifacts, uniforms, flags, weaponry and period art from Philadelphia during the civil war era

### **Christ Church Burial Ground**

5<sup>th</sup> & Arch Street  
Philadelphia, Pa  
215 922-1695

Newly re-opened after being closed to the public for 25 years, this historic burial ground is the final resting place for some of the most important of America's founding fathers, most notably Benjamin Franklin and five signers of the "Declaration of Independence".

### **Historic Society of Pennsylvania**

1300 Locust Street  
Philadelphia, Pa  
215 732-6200

Among the fascinating artifacts and treasures be sure to see the documents of the Pennsylvania Abolition Society that gave birth to the civil rights movement.

### **Independence National Historic Park**

6<sup>th</sup> & Market Streets  
Philadelphia, Pa  
215 965-7676

To get a real sense of how and where it all began start with the Independence Visitors Center, then walk through the alleys of Franklin Court, visit Carpenter's Hall, Independence Hall and the Betsy Ross House. When evening falls be sure to stay & see the:

### **Lights of Liberty Show**

877 go-2-1776

This spectacular light & sound show projected on five story historic buildings brings the whole revolutionary story alive with startling detail.

## PLACES OF INTEREST

### **Chinatown**

Starting with the "Friendship Gate" at 10<sup>th</sup> & Arch Streets this Asian district is full of colorful and culinary delights.

### **Elfreth's Alley**

The nation's oldest continuously inhabited street is named for blacksmith, Jeremiah Elfreth, one of the artisans who originally lived on this small 300 year old street.

### **Festival Pier and Penn's Landing**

The scene for special events, fairs, live shows, music in the summer and out-door ice skating in the winter. You can also take a ferry across the Delaware for Camden's great waterfront aquarium.

### **Northern Liberties**

One of Philly's newest and most vibrant areas featuring great bars, live music, casual dining and wonderful late Victorian-period buildings.

### **Olde City**

America's first commercial district combines historic charm and urban chic with galleries, theatres, shops and restaurants. Don't miss "First Fridays" of every month.

### **Rittenhouse Square**

One of William Penn's four original public square; this is an area of beautiful boutiques, salons, restaurants, and alfresco brasseries surrounding the greenery of Rittenhouse Park.

### **South Philadelphia**

Home to the city's oldest Italian community, you'll find great restaurants, the outdoor Italian Market, Philly cheesesteaks and the Mummery Museum.

### **South Street**

More than 300 funky shops, eateries, cafes, book and record stores and plenty of people watching are all part of the scene on "South Street".

***PHILADELPHIA  
ANNUAL EVENTS***

***PAGE 1***

**January**

Usually Held The 1<sup>st</sup> Of January Weather Permitting. Annual New Year's Day Mummers Parade Featuring Spectacular Costumes, Floats, Comic Skits, Live Music And More. A Must See For The Whole Family!

**March**

Annual St. Patrick's Day Parade Where Everyone Can Be Irish For The Day And Participate In All The Day's Activities.

**May**

Broad Street Run 215 683-2064

**June**

First Union Cycling Series - Eakins Oval And Kelly Drive. The Uspro Championship Race Annually Attracts More Than 140 Of The World's Best And Is The Richest Single-Day Cycling Race In The Usa.

**July**

Sunoco Welcome America - Various Center City Locations. Where Better To Celebrate America's Birthday Than In The Birthplace Of America. Starting With Readings From The Declaration Of Independence And On To The Parades, Concerts, 50 Free Family Events And Ending With A Spectacular Fireworks Display. Philadelphia Knows How To Throw A Party!

Philadelphia International Gay & Lesbian Film Festival, Various Venues Throughout Center City. One Of The Largest Annual U.S. Film Festivals Featuring More Than 100 Screenings Of Nearly 150 Features And Shorts, With Dozens Of After-Theatre Parties And Panel Discussions.

## ANNUAL EVENTS

### PAGE 2

#### **August**

Philadelphia Fringe Festival

Various Spots Throughout Olde City.

Annual Performance Art Festival Incorporating Theatre, Performance Art, Dance, Music, Puppetry, Poetry, Visual Effects & Sometimes Even You. It May Be In A Restaurant, A Theatre Or On The Street, But It's Sure To Surprise.

#### **September**

Philadelphia College Festival

Various College Campuses.

Philadelphia Loves A Festival And This Is No Exception As We Welcome In-Coming College Students.

#### **October**

\*Halloween October 31<sup>st</sup> - Various City Locations.

"Boo At The Zoo" Has Become A Family Favorite For Kids And Grown-Ups. Night Time You'll Find Some Of The Historic Haunts And Former Penitentiaries That Are Sure To Give You The Haunting Of Your Life.

#### **November**

\*Thanksgiving Day Parade

Broad Street "The Avenue Of The Arts".

This Annual Parade Attracts Families From Across The Country Who Come To See Their Favorite High School Marching Band, The Spectacular Floats, Giant Cartoon Character Balloons, Or One Of Their Favorite Stars.

#### **December**

Philadelphia Holiday Festival- Various Venues In Center City.

Late November Through January 1<sup>st</sup> - Mummers, Music And Merriment! It's All Part Of The Season's Festivities Ending With The Spectacular Mummers Parade On New Year's Day.

## ***PHILADELPHIA TOURS***

### **African American Tour**

**6<sup>th</sup> & Market Streets**

**Philadelphia, Pa**

**215 965-7676**

Self-Guided Walking Tour Of African American Heritage Sites.

### **Chinatown's Joseph Poon's Wok N' Walk Tour**

**215 928-9333**

Route Includes A Chinese Pop Culture Shop, An Herbal Apothecary,  
Topped Off By A Lunch Cooked By Joseph Poon.

### **Free Library Of Phila. Rare Book Department**

**215 686-5322**

This Fascinating Tour Includes The Elkins Room With Paintings By Parrish,  
Wyeth And Other Brandywine School Artists.

### **Ghost Tours**

**215 413-1997**

Fun Candle-Light Tour Through The Streets Of Olde City.

### **Masonic Temple**

**Broad Street North Of Market**

**215 988-1917**

**Closed Mondays**

One Of Only Three Elaborately Decorated Masonic Temples In The World.

### **Murals Of Philadelphia**

**Trolley Tour**

**215 568-5245**

Philadelphia Has Over 2,000, Perhaps The Largest Collection Of Any City,  
See 25 Of Them On This Guided Trolley Tour.

\*Don't Miss Our Chancellor Properties Mural On The Lot At Spruce And Juniper  
Sts.

***PHILADELPHIA  
TRANSPORTATION***

**RIDE THE DUCKS  
6<sup>TH</sup> & CHESTNUT STREETS  
PHILADELPHIA, PA  
2 1 5 227-DUCKS**

LAND-TO-WATER SIGHTSEEING ABOARD A CONVERTED 1945 ARMY "DUKW" VESSEL; TOUR WILL TAKE A SCENIC RIDE THROUGH OLDE CITY, THE HISTORIC DISTRICT AND SOUTH STREET THEN PLUNGE INTO THE DELAWARE RIVER FOR A RIVER TOUR INCLUDING PENN'S LANDING, THE OLYMPIA, THE MOSHULU AND THE WWII SUBMARINE, THE BECUNA.

**PATCO  
2 1 5 922-4600**

HI-SPEED LINE FROM DOWNTOWN PHILADELPHIA TO SEVERAL POINTS IN SOUTHERN NEW JERSEY,

**AMTRAK  
2 1 5 349-2222  
2 1 5 349-2144  
30<sup>TH</sup> STREET STATION.**

**SEPTA  
2 1 5 580-7800**

FOR ALL REGIONAL RAIL LINES, LOCAL BUS ROUTES, THE FRANKFORD ELEVATED (EL) AND THE BROAD STREET LINE.