

UPPER PONTALBA CONDOMINIUM ASSOCIATION

FIRE ALARM PROCEDURES

WHAT YOU CAN DO TO BE PREPARED FOR A FIRE SITUATION:

- Know where the closest stairwell is located. You will not be able to use the elevators. You must be prepared to self evacuate using the stairs.
- Know where the nearest fire extinguisher is: There are extinguishers in each of the garbage rooms, and also in the stairwells. They are clearly marked with wall placards.
- Know where the closest manual Fire Alarm is located.
- Have a fire extinguisher in your apartment.
- Have a smoke detector in each room in your apartment .Be sure to change the batteries every 6 months.

IF THE FIRE ALARM GOES OFF:

- Quickly grab your phone, wallet, purse, etc. and leave your unit as quickly as possible.
- Close the door to your apartment, but **DO NOT LOCK IT**. The fire fighters will be inspecting all units. They will break down doors if they have to to gain entry into a unit.
- Hallway fire doors will close automatically. If you have manually pushed one open, it will close behind you.
- Your evacuation plan will be to go down the nearest stairwell. Should you smell smoke, go to another stairwell. Exit the building as quickly as possible. Congregate as far away from the building as possible.

IF THERE IS A FIRE AND YOU CANNOT GET OUT OF YOUR APARTMENT:

- Keep hallway doors closed.
- Put wet towels at the base of all doors, vents and windows.
- If you can, crack a window and wave a white towel so the fire fighters will see it and know someone is in need of help.
- If you need to go out into a smoke filled hallway, wet a towel and put it over your head. Crawl to the nearest stairwell. Stay low.

THINGS YOU SHOULD CONSIDER:

- We are a fully independent living community. You must be able to take care of yourself. You are not to count on anyone being available to assist you.
- For those of you with mobility issues, please have a talk with your family. What do they think is the best thing for you to do.
- If you have caregivers, make sure they know they are to help you get out.
- You can purchase smoke alarms for the hearing impaired. They will not be connected to the master alarm.