



FIRE SAFETY AND EVACUATION PROCEDURES

All residents must ensure that they know the locations of all escape routes from the building (see building evacuation plan, posted in common areas), as well as knowing the location of all fire extinguishers and hose reels. Residents should know how to operate fire extinguishers and hose reels in order to fight a fire safely; usage instructions are indicated on the equipment provided.

If you hear an alarm, do not panic or ignore the alarm. Assume that any alarm is valid and vacate the building calmly, in accordance with these procedures.

On discovering a fire or suspecting that there may be a fire in the building:-

1. Immediately notify security, using the apartment's intercom if safely possible, in order that the Fire Department may be called and that security can activate the audible alarm. Silence of the alarm does NOT mean the emergency is over.
2. If the fire is minor, use a nearby fire extinguisher or hose reel to control and extinguish the fire. Do not attempt to fight a fire if any of the following conditions exist:-
 - a. You do not know what is burning
 - b. The fire is significant or spreading rapidly
 - c. You do not have the correct equipment
 - d. The fire might block off your means of escape
 - e. You might inhale toxic smoke
 - f. Your instincts tell you not to do so
3. If your initial attempts to extinguish the fire do not succeed, evacuate the building immediately.
4. Do your best to assist any person, especially children and the frail or elderly who are in immediate danger, to safety. Do this only if it can be accomplished without significant risk to you.
5. If safely possible, all doors and windows should be closed by the last person who leaves any apartment or other area.
6. Only use the building's stairwell escape routes and emergency doors; use them in an orderly fashion.
7. Never use the lifts in the event of a fire.
8. Upon reaching the outside of the building, all residents should proceed to the designated meeting area, in Susan Lane, where a head count can be taken.
9. Never re-enter the building for any reason. Allow the Fire Department to do its job. You may only return to the building once the Fire Department, or other emergency official, has given the all clear.