

FIRE ALARM Procedure

When the Fire Alarm sounds, everyone (except the mobility impaired) must use the stairwells to evacuate immediately.

- **Put your shoes and coat on, walk down the nearest stairwell and leave the building. Take your pets.**
- **Do not wait until the fire trucks arrive to start moving down the stairwells.**
- **Do not attempt to use the elevators.**

Staying inside your unit waiting to see if it is a ‘real fire’ could end up putting more lives at risk—yours and the firefighters.

Those who cannot walk down the stairs without assistance need to ensure your name and Unit number is on the Fire Department Evacuation Assistance roster, updated by the Board of Directors. When the fire alarm sounds, place your Assistance Needed magnetic sign on the outside of your Unit door, stay inside your Unit near the door, coat and shoes on, ready to be evacuated when help arrives. The Fire Department will determine if the situation requires evacuation of mobility-challenged residents. Any resident who needs help evacuating will receive professional assistance from the firefighters. They will expect to find you at your Unit door, calm, alert and awaiting their assistance.

Remember This: No one will call you or knock on your door to tell you to evacuate. The fire alarm tells you to evacuate IMMEDIATELY. Then move away from the building to the detached garage #21. Do not stand in the lobby or entry way to observe the action.