

FIRE AND EMERGENCY EVACUATION SUMMARY

*Notify resident manager of occupants, including guests, who have mobility issues requiring extra assistance.

*Dial 911 to alert fire department.

*Activate building's fire alarm system located at each floor's stairwell exit doors.

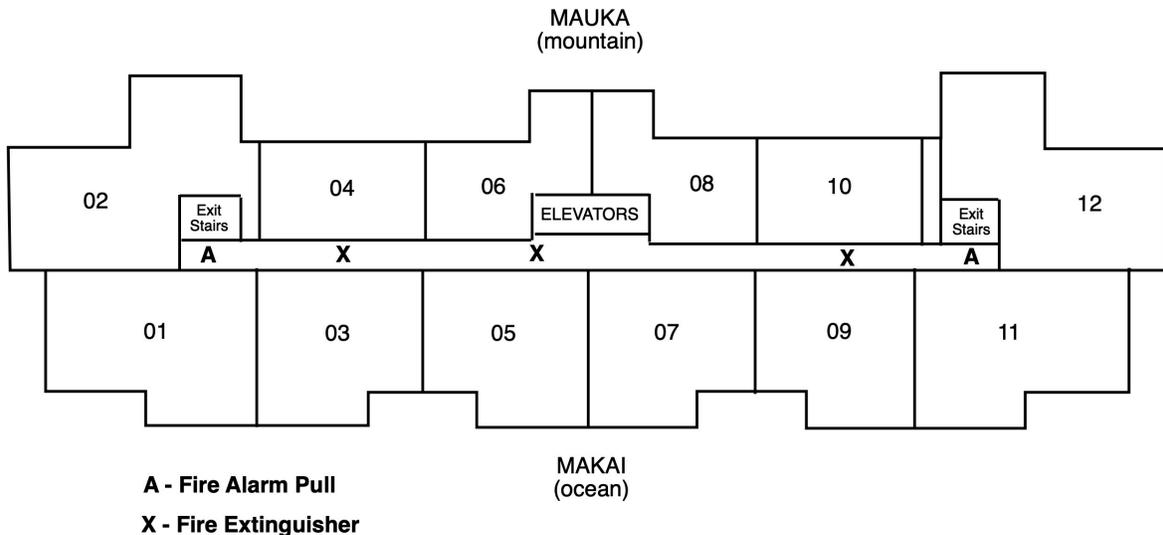
*Do NOT use water on a grease or electrical fire. Fire extinguishers available at stairwells and elevators.

*Do NOT use elevator

- Wheelchair, elderly, and other occupants unable to descend stairs should proceed to stairwells and remain with an able-bodied adult for help to arrive.
- If fire alarm is activated or if there's smoke in hallway, elevators are automatically brought to the lobby.

*If evacuation is needed, leave your door shut and unlocked so that firefighters can check that everyone is evacuated.

WINDWARD PASSAGE FIRE EXTINGUISHER, PULL ALARM, AND EXIT DIAGRAM



FIRE AND EMERGENCY EVACUATION PROCEDURES

You have the responsibility to inform your occupants of these procedures and to have them available in your unit. All occupants should know the location of the fire extinguishers and exit stairways as well as the fire alarms on your floor. See attached diagram.

It is your responsibility to inform the Resident Manager's office the names of your occupants requiring assistance evacuating (wheelchair bound, elderly, etc).

1. If you discover a fire, **Do Not Panic, Stay Calm.**

A. Call 911. Do not assume someone else has called. Alarm rings only on our property *not* at the Fire Department.

B. Remain calm, speak clearly and distinctly giving this information:
"I'm reporting a fire at Windward Passage".
If possible, give exact unit and floor number.
Do not hang up until operator is done asking questions.

C. Immediately activate fire alarm system located at exit stairways by pulling down the lever.

D. If the fire is large, it will trigger the automatic sprinkler system. Do NOT rely on the system for fire control.

2. If the fire is small, help bring it under control by using an ABC Class chemical fire extinguisher. Each unit is responsible for having a working extinguisher. Do NOT use water on a grease or electrical fire.

A. Go to nearest hall fire cabinet to remove fire extinguisher. Break the glass with something other than your hand. Pull down the handle of the door to open and remove.

B. Kitchen fires - do not use water unless electricity is turned off. Use only ABC type fire extinguisher. Pull the pin, stand 6 feet from fire, point nozzle at the base of the fire, squeeze lever, and move nozzle side to side.

C. If fire is beyond control evacuate building using the exit stairways. Use righthand side of stairway going down leaving left side for Fire Department personnel coming up. Do not prop stairway doors open.

Do Not use the elevators. (Elevators automatically return to the lobby for the Fire Department's use).

Close your unit door to keep smoke out. Do not lock.

3. If steady fire alarm sound

A. Before opening unit door - feel it with back of your hand.

B. If inside of your door is hot or you see smoke seeping into your unit, the hallway may be engulfed with fire or smoke. Brace door firmly with your foot to keep it from blowing inward from heat and smoke pressure built up in hallway. Open door slightly. Keep your body away from opening.

If smoke or flame is present and too intense to escape, close door immediately. Do NOT lock so Fire Department can search units for injured or trapped residents. Seal off all cracks around door with wet towels to keep smoke out.

C. Fill bathtub and sinks with water for later use if needed.

D. If smoke or fire is below unit rising from the lanai side, do not go out on lanai. Close all windows and doors on that side of building.

E. Remember, leave all doors unlocked.

F. Don't panic - stay calm. Don't jump. Rescue will arrive. Remain close to floor for fresh air. Smoke and heat rises to ceiling.

4. If hallways are impassable

A. Evacuate unit using nearest exit stairway.

B. Do not use elevators. *Doors may open automatically on floor where fire is located with you in the elevator!* Elevators must be available for use by fire fighters.

C. Use only exit stairways to evacuate building. *Exit only to ground floor.* Take a flashlight day or night in case of power outage.

D. Wheelchair bound, elderly, and others unable to descend stairs should remain in stairway landings at their floor *along with able-bodied adult* to insure their safety until help arrives.

E. All occupants should study and understand the fire evacuation plan diagram. Know where all stairway exits are located so they can be found in the dark.

F. Plan for all your unit occupants to meet for a headcount outside the building away from Fire Department equipment.

5. Keep names of unit occupants needing evacuation assistance updated with the Resident Manager.

6. Make a Fire Escape Plan NOW with your unit's occupants.

ELEVATOR EMERGENCY COMMUNICATION

If stuck in the elevator:

1. Push the call button to connect you to the Ottis Elevator Company. They will contact the Resident Manager.
2. Be patient. Wait for someone to talk to you over the telephone system.
3. Wait for assistance. Elevator mechanics are on call 24 hours a day.