

# RESIDENT RESPONSIBILITIES IN AN EMERGENCY

EXTRACTED FROM THE RESIDENT'S HANDBOOK, PAGES 8-9

## EMERGENCY – FIRE!

In the unlikely event of a fire, the most important thing to remember is to remain calm and deliberate. The following are specific instructions and information about what to do in case of a fire. All condominiums have one-hour firewall protection and corridor doors have two-hour fire protection. This means that it will take two hours for a fire to burn through a corridor barrier and one hour to burn from one condominium to another.

### What should you do when the FIRE alarm sounds and it's not a drill?

1. Unless the fire is in your condo, do not leave your unit until you receive an evacuation or all-clear message over the VM public address system. (There is a loudspeaker in the ceiling of each condominium.) Because of the danger of smoke and congestion in the halls, residents are safer in their units unless the immediate area is in jeopardy. The corridor must be kept clear for Fire Department personnel and equipment. Do not open your door to the corridor until instructed to do so.
2. If instructed to evacuate, residents should leave the building using the nearest door or stairway, as marked by the exit signs. **DO NOT USE THE ELEVATORS.** Learn where the nearest exits are located.
3. Once the residents have left the building, they are to stay clear of the building until given "all clear" instructions from either the Fire Chief, the Emergency Coordinator or the staff person in charge.
4. If the smoke detector goes off in your condominium, someone from Maintenance or Security will come immediately to determine if there is a fire and reset the smoke detector. If you should ever discover a fire, or have reason to believe there is a fire, you should press 0 on your telephone to notify resident services or go to the nearest fire alarm pull station on the corridor wall and pull the fire alarm lever. Learn where the nearest fire alarm is located.

Unless residents are threatened by smoke or flame, they should stay by the alarm and direct staff to the exact location of the fire. Residents should never return to the scene of a fire.

In addition to staff's monitoring of the entire fire safety system, there is an independent alarm company also monitoring the VM fire alarm system. If the alarm goes off, the Fire Department is notified.

An Emergency Response Team will take command if a serious fire or earthquake occurs during working hours. A group of residents here has been similarly trained to handle situations that may occur when management is not present. There are always at least two nurses, three nursing assistants, security and Resident Services personnel in the building.

## EMERGENCY – EARTHQUAKE!

We live in an area where the possibility of earthquakes is real. Emergency Response Team earthquake drills are completed annually in our community. In the event that senior management is not present at the time of an earthquake, the Board President together with the resident Emergency Coordinator and VM security staff shall be in charge and follow directions given by law enforcement and fire personnel.

### What should you do in the event of an EARTHQUAKE?

1. If you are injured, pull your alarm cord or call the front desk.
2. If you are in the common area, proceed to the nearest steel door frame.
3. If you are in the dining room, proceed to the wall nearest the hallway.
4. If you are in your condo, go to your entrance door and stand or sit near but not in front of it. Do not open your door until told to do so. Fire danger is high.
5. Stay away from windows and tall bookcases, shelves and cabinets containing things that might fall and injure you.
6. Turn off medical oxygen unless essential.
7. Turn off stove.
8. Do not use candles. There could be a gas leak. Use flashlights if dark.
9. Do not go into the halls.
10. Do not use the elevators.
11. As soon as our doctors and nurses are done securing the SNF and PCU they will be coming to treat the injured in condos.
12. Place the yellow OK card on the outside handle of the entrance door to your condo if you are OK. If you need assistance use the whistle to alert the floor warden in your area.
13. Each resident will be counted, and each room checked.
14. Remember, aftershocks are common so stay put until given further notice.
15. When the shaking has stopped, all resident floor captains should report to the lobby to take instructions from the Emergency Coordinator, Chief Executive Officer, or Board President.
16. Stay calm.

## EMERGENCY DRILLS

Residents are required to participate in fire and earthquake drills on a regular basis. Knowing what to do in an emergency can save lives. During drills, we will instruct you to place the yellow OK card on the outside handle of your condo door into the hall, indicating you are OK. We will use the loudspeaker to tell you when we are in a drill and when the drill is complete.