

# Fire Emergency Procedures

## REPORTING A FIRE

### *In Your Condo and Common Areas:*

**PULL THE ALARM NEXT TO THE ELEVATOR AND CALL THE FIRE DEPARTMENT--911.**

Provide them with your name, building address, floor level, type of emergency and any injuries, if known.

### *In the Garage Areas:*

**PULL THE ALARM NEXT TO THE STAIRWAY AND CALL THE FIRE DEPARTMENT--911.**

## EXTINGUISHING A FIRE

**Confine the fire by closing the door(s) to the room in which it is located;** do not open window(s), as that will only fuel the fire.

**Kitchen Fires:** Extinguish fires in frying pans, etc, by covering them (e.g. with a lid, cookie sheet, cutting board.) **DO NOT PUT WATER ON A KITCHEN FIRE.**

**Other fires:** Fire extinguishers are located in the elevator lobby stairways and contain instructions for using them. The fire department recommends they not be used by people unfamiliar with their use.

**ALL EXTINGUISHED FIRES MUST BE REPORTED TO THE FIRE DEPARTMENT AND TO THE FRONT DESK IMMEDIATELY.**

## WHEN AN ALARM SOUNDS

**Please listen closely to the announcement and follow the directions given.**

**Please do not call the front desk.**

### **If your floor is affected:**

Everyone on the fire floor, as well as the floor above and below the fire floor, **in all towers**, will be instructed to walk to the nearest stairway and descend three floors, or to the main lobby, and wait for further instructions.

### **If your floor is NOT affected:**

The announcement will tell you to return to your unit and wait for any further announcements.

## STAIRWELL EXITS

Keep to the right when descending the stairs to allow for the passage of fire department personnel.

After exiting the building, report to the opposite side of South Charles Street, the dog park, and wait for further instructions.

**North Tower residents:** when you exit into the fenced area, open the fence by pushing the bar that is midway up on the door.



NOTE: If you are on the **Shelter In Place** list due to mobility issues, please remain in your unit for the fire department. If safe to do so, place a towel on your outside door handle so they know you are inside.

