Anywhere Condominiums
1234 SW 5th Ave
Portland, OR 97531
503-123-4567

Sample

Fire Safety & Evacuation Plan

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STAFF AND BOARD OF DIRECTORS
EMERGENCY CONTACT SHEET

ALWAYS CALL 9-1-1 AND PULL THE LOCAL ALARM FIRST

Jane Doe, Building Manager 503-260-1234

Maggie Smith, Board Chairperson 503-560-1234

Jeanne Anybody, Board Secretary 503-241-1234

Jack Jones, Board Director 503-274-1234

Dusty Rhodes, Board Director 503-704-1234

Rusty Mettell, Board Director 503-235-1234

VENDOR EMERGENCY CONTACT SHEET

Pacific Power 503-813-5000

Elevator Maintenance 503-297-8659

NW Natural Gas Company 1-800-882-3377

Garbage Disposal (503) 253-5656

Portland Fire Bureau NON-EMERGENCY (503) 823-3333 (FOR EMERGENCY DIAL 9-1-1)

XYZ Parking 503-241-1234

ANYWHERE Apartments
Fire and Life Safety Resident Roster

PLEASE NOTE: All residents with mobility issues will shelter in unit first, stairwell second. Residents who may require assistance evacuating the building are in bold print.

802 One Male - sight challenged

402 One Female- limited mobility, uses walker

405 One Male- very frail, recovering from surgery

This information should be placed in a location where the Fire Department can access it. <u>It should not be available to the tenants or the general public</u>.

A Fire Procedure

Annually in the United States at least 4000 people die and another 25,000 people are injured in fires. $8.6 billion dollars of direct property loss results from fires.

For protection it is important to learn the basic characteristics of fire. A fire can spread quickly; there is no time for gathering valuables or to make a phone call. A fire can escalate within two minutes to be life threatening. In just five minutes an entire residence can be engulfed in flames.

SMOKE from a fire is potentially more dangerous than the flames:

- **Smoke is very toxic due to the use of plastic in manufactured goods. You can become disoriented very quickly and lose consciousness.**
- **Heated gases can sear your lungs.**
- **Rather than being awakened by a fire, you may actually fall into a deeper sleep. Asphyxiation is the NUMBER ONE CAUSE OF FATALITY IN FIRES-exceeding burns three to one.**

DURING A FIRE YOU MUST CALL 9-1-1 AND PULL THE LOCAL ALARM THAT IS LOCATED _____.

DO NOT USE ELEVATORS EVEN IF THEY ARE OPERATIONAL!!!

Elevators are dangerous places during a fire. They can trap you during a fire. The elevator shaft can become a chimney for smoke that would enter the car. The Fire Department will determine if it is safe to use the elevators.

IF YOUR CLOTHING IS ON FIRE YOU MUST STOP, DROP, AND ROLL. Trying to run will give the fire oxygen and will make it worse. If you cannot do this try to smother the flames with a blanket or article of clothing.

CHECK closed doors for heat before you open them. Don't use the palm of your hand to check-if you burn your hand it could impair your ability to escape via the fire escapes. Lightly touch the door, the frame and the doorknob with the BACK of your hand to test for heat.

IF THE DOOR IS HOT- DO NOT OPEN!! Escape through a window or hang a white or light colored sheet outside your window to alert the fire fighters that you are trapped in your unit. If you have phone service available call 911 to report that you are trapped.

IF THE DOOR IS COOL-open it slowly. Check to see if fire or smoke is blocking your escape route. If you see smoke or fire close the door at once and follow the procedures for a hot door. If the hallway is clear of smoke and fire leave immediately through the door and CLOSE IT BEHIND YOU. Closing the door will help prevent spread of smoke and fire.

CRAWL low to avoid smoke during your exit. Toxic gases and heavy smoke will collect along the ceiling first.

CLOSE DOORS BEHIND YOU AS YOU ESCAPE TO SLOW THE SPREAD OF FIRE.

Sheltering in Place in the event of a Fire:

In a modern building with fire sprinklers, alarms, and automatic fire/smoke doors, it is often safer to remain in your apartment rather than try to evacuate. If the fire is not in your apartment we recommend that you remain in your unit and "shelter in place". Wandering around in the hallways puts you more at risk, and you may actually get in the way of fire fighting operations.

Place rolled fabric (towels, pillows, or some other item) at the bottom of the door to block any smoke. Close as many doors between you and the fire as possible. Open a window if you need fresh air. Never break a window as this may allow smoke from a lower window to enter your room. Remember to stay low where the fresher air is located.

If smoke begins to build inside your room call 9-1-1 and tell the dispatcher where you are. Go to the window and wave something and yell for help if possible. Tie the curtains in a knot or signal with a flashlight if the window does not open.

If you are in a location other than your apartment when the alarm sounds – and there is no smoke – make your way into your apartment if it is near by. If it is not near by, remain calm and stay where you are. Fire fighters may direct you to another location.

Stairwells are often a safe place to shelter. If you are unable to use the stairs, remain on the landing inside the stairwell. If smoke enters the stairwell, move out of the stairwell and seek another smoke-free location.

Often moving beyond a smoke or fire door will protect you. They are often located in the hallways and are held open by magnets which release when the alarm sounds.

If you decide to evacuate from the building, go to the pre-arranged assembly location. Ask your building manager where this location is.

FIRE PREVENTION TIPS
Check Your Smoke Detector Monthly, It can save your life.

- **Prevent electrical fires by turning off and unplugging all electrical appliances not in use. Use extension cords only temporarily. Use power strips with circuit breakers instead. Plug large appliances and heaters directly into the outlet.**
- **Keep your apartment clean and uncluttered. Never leave combustibles near a heat source. Empty wastebaskets and recycling receptacles often.**
- **Store Flammable Liquids properly: Store all flammable liquids in sealed containers in a fire proof cabinet. Never store excess flammable liquids.**
- **Discard cigarette butts properly. The buildings common areas are non-smoking. If you allow smoking in your apartment make sure cigarette butts are completely extinguished and placed in a proper receptacle. Never throw butts directly into the trash.**
- **Prevent fires caused by candles by never leaving a burning candle unattended.**
- **Don't use Halogen light bulbs in fixtures that could tip over such as lamps or other lighting devices.**
- **DO NOT OVERLOAD ELECTRICAL CIRCUITS. The buildings electrical system will not tolerate overload. If your flat blows a circuit you are using too much electricity for safety.**
- **Fix or discard damaged electrical cords. Never use a damaged electrical cord. A new cord is much less expensive than repairs from fire damage.**
- **Never leave cooking food unattended.**
- **Always wear short of tight fitting sleeves when you cook.**
- **Keep towels, pot holders and curtains away from flames**
- **Never use the range or oven to heat your home.**
- **If you smoke, do it responsibly in your own flat. Smoking is not allowed in the common areas. A fine may be assessed if you or your guest smokes in a common area.**
- **Keep matches and lighters away from children.**

Emergency Evacuation Procedures

If A Fire Originates in Your Unit

• If a fire originates in your unit, evacuate immediately. Where possible close all doors. **Do not lock your door.**

• Activate the local fire alarm by operating a pull station located in a common area.

THIS DOES NOT ALERT THE FIRE DEPARTMENT.

• Call **911** to report a fire at **"The Anywhere, 1234 SW 5th Avenue,"** and state your floor number and unit.

• Evacuate the building. If the stairwell is free of fire and smoke, exit the building by the stairs. Otherwise, use the nearest exterior fire escape.

• Evacuees shall meet at the__(Your Assembly Location)_____for an accounting.

• It is the responsibility of the owner to provide the manager with accurate and up-to-date information as to who occupies a unit, including pets.

If A Fire Originates Elsewhere in the Building

If there is a fire elsewhere in the building, the fire alarm system can be activated in one of three ways: Automatically by the smoke detectors located in the lobby and hallways, the fire alarm pull stations, or any water flowing from the fire sprinkler system. Activating the system will sound the alarm in the hallways with loud ringing bells, or horns and strobes but it will not contact the Fire Department. **Someone must call 911.**

• If a fire alarm is heard, feel the inside of your front door before leaving the unit using the back of your hand. If it is hot, unlock it but do not open it.

• Wet one or more bath towels and place them at the base of the door to prevent smoke and fire from coming under the door. If you must evacuate through a smoky area be sure to crawl low under the smoke.

• In case of evacuation, close but do not lock the door to your unit as you leave.

• Exit the building using the shortest route --- stairs if available; fire escape if stairs are unavailable. Know where your closest escape is located. You may have to break the glass door pane with the brass ball to obtain access to the nearest fire exit. **KNOW WHERE ALL YOUR ESCAPE ROUTES ARE LOCATED.**

• After leaving the building, wait across the street at the_____(Your Assembly Location____, so that others will know you have safely exited the building.

• Do not re-enter or try to fight the fire. Emergency personnel will be able to access the common areas of the building using the KNOX-BOX entry system.

HELP OTHERS ALONG THE WAY AS LONG AS IT DOES NOT POSE A THREAT TO YOUR OWN PERSONAL SAFETY.

PREVENTION TIP:
HAVE A WORKING SMOKE ALARM!!

INCIDENT REPORT SHEET

___ Bodily injury
___ Property Damage

Unit Number:_____

Place of occurrence: _____

Date: _____ **Time: _____**

Date reported to HOA: _____

Incident description:

Description of injuries/damage:

Name, Address and Phone number of injured party and witnesses:

Description of corrective action taken thus far:

Remaining Damage:

EMERGENCY SHUT OFF INFORMATION

WATER SHUT OFF:

The main water shut off is located (Your Shutoff Location . To shut down the water for the building follow this procedure:

1) Turn off the booster pump in the cage basement. The padlock combination is XX-XX-XX.

2) Turn off the main hot water valve located Your Valve Location.

3) Turn off the main water valve by turning the wheel to the right as far as possible.

4) Turn off the hot water heater located at_____. (A key is available for this room in the office key cabinet or from the manager.) The switch is _____.

ELECTRICAL SHUT OFF:

The main electrical shut off is_____.

GAS SHUT OFF:
The gas shut off is located _____.
The wrench to shut it off is attached to the regulator at the same location.

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Earthquake Safety

If you are inside when the shaking starts:

- Duck, cover and hold on to the leg of the furniture. Move as little as possible. Outwait any aftershocks.
- If you are in bed there are two options. One: stay there, curl up and hold on. Protect your head with a pillow. Two: Roll out of bed and lay beside it. Voids often occur beside furniture in earthquakes.
- Stay away from windows or other glass objects to avoid being injured by shattered glass. Away from heavy objects that might fall on you.
- Stay indoors until the shaking stops and you are sure it is safe to exit. If you must leave the building after the shaking stops, use stairs rather than an elevator in case there are aftershocks, power outages or other damage. Leave the building only if it is unsafe to stay inside, for example, fire, gas leak or building instability.
- Be aware that fire alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.

If you are outside when the shaking starts:

- Find a clear spot and drop to the ground. Stay there until the shaking stops (away from buildings, power lines, trees, streetlights).
- If you are in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses and power lines if possible. Stay inside with your seatbelt fastened until the shaking stops. Then, drive carefully, avoiding bridges and ramps that may have been damaged.
- If a power line falls on your vehicle, do not get out. Wait for assistance.
- If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks and other debris. Landslides are often triggered by earthquakes.

After the shaking stops:

After an earthquake, the disaster may continue. Expect and prepare for potential aftershocks, landslides or even tsunami. Tsunamis are often generated by earthquakes.

- Each time you feel an aftershock, drop, cover and hold on. Aftershocks frequently occur minutes, days, weeks and even months following an earthquake.
- Check yourself for injuries and get first aid, if necessary, before helping injured or trapped persons.

- Put on long pants, a long-sleeved shirt, sturdy shoes and work gloves to protect against injury from broken objects.
- Look quickly for damage in and around your home and get everyone out if your home is unsafe.
- Listen to a portable, battery-operated or hand-crank radio for updated emergency formation and instructions.
- Check the telephones in your home or workplace to see if you can get a dial tone.
- Make brief calls to report life-threatening emergencies.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- Clean up spilled medications, bleach, gasoline or other flammable liquids immediately.
- Open closet and cabinet doors carefully as contents may have shifted.
- Help people who require special assistance, such as infants, children and the elderly or disabled.
- Watch out for downed power lines and stay out of damaged areas.
- Keep animals under your direct control.
- Stay out of damaged buildings.
- If you were away from home, return only when authorities say it is safe to do so.
- Use extreme caution and examine walls, floors, doors, staircases and windows to check for damage.
- Put together a Survival Kit with Food, Water, Medication, and other necessary items. Check the Red Cross website for a list.

Other information can be found at:
Portlandonline.com/fire
or
Jeffmorrisfoundation.org
or
Ready.gov

Your building management thanks you for your help.