

# Heritage Pointe Master Association

## Fire Evacuation

### And

## Emergency Systems

1. When evacuating down a stairway **ALWAYS USE THE RIGHT-HAND RAIL**. This will ensure fire fighters will have access to their right-hand rail as they go up the stairway.
2. **Smoke alarm activation with smoke**, immediately exit your unit. Close the unit door, **DO NOT LOCK THE DOOR**. Pull the nearest Fire Alarm Pull Station, exit to the ground floor by the stairways on either side of the building. **DO NOT** use the elevator. Call **9-1-1** as soon as you safely can.
3. **Building fire alarm activation**, will be a high-pitched pulsing alarm with flashing strobe light. Immediately exit your unit, close the unit door but **DO NOT LOCK IT**. Exit the building via either stairway at the ends of the building. Go to a safe location such as the carports. **DO NOT USE THE ELEVATOR**.
4. **SPRINKLER HEAD ACTIVATION**, immediately exit you unit, close but **DO NOT LOCK your door**. Utilizing the stairways exit to the ground floor. When it is safe, call **9-1-1**.
5. **Special needs**, if you are unable to utilize the stairways, wait in a safe location for fire personnel to assist you. **DO NOT USE OR BLOCK THE ELEVATOR**.

## KNOW YOUR FIRE EMERGENCY SYSTEMS



**Smoke alarm:** the smoke alarm within the individual units is the responsibility of each owner to ensure the smoke alarms are in working order.

The smoke alarms within the individual units **DO NOT** notify the fire department. In the event your smoke alarm is activated immediately check for smoke. If smoke is detected, immediately exit the unit, **DO NOT** lock the door. Call **9-1-1** immediately and pull the fire alarm station at the stairway at either end of the building, go to the ground floor and wait for the fire department.

If there is no sign for smoke or fire it may be time to change the batteries. If the batteries are low the smoke alarm will begin to emit a low sounding continual chirp. This is the indication the smoke alarm batteries should be replaced

Smoke alarm technology has changed over the years as the new hard wired smoke alarms have a 10-year battery.



**Fire Extinguishers:** There are fire extinguishers located on each floor at various locations. All of the fire extinguishers are **A B C**. The “A” indicates use on ordinary combustibles, wood, paper, cloth, etc. The “B” indicates flammable liquids, grease, oil, paint, solvents. The “C” indicates use on live electrical equipment, electrical panel, electric motor and electric wiring.

If you are capable of extinguishing a small fire in your unit and are familiar with the proper use of a fire extinguisher, utilize the fire extinguisher. Remember to always call the fire department **9-1-1**.



**Sprinkler Activation:** Smoke **DOES NOT** activate a sprinkler head. The sprinkler heads are activated by heat generated by fire. If the sprinkler head is activated by fire or other damage, the fire alarm monitoring service will notify the fire department.

In the event of a fire activated sprinkler head, evacuate your unit immediately. Close the unit door but **DO NOT** lock the door. Immediately exit via the nearest stairway, exiting to the ground floor. Dial **9-1-1** on your cell phone as soon as it is safely possible.



**Fire Alarm Pull Station:** The fire alarm pull stations are located on each end of the building at the stairways. To activate simply PULL the white handle. Remember to call **9-1-1** after activating a fire pull station.



**Building Fire Alarms:** The building fire alarms are located on the exterior wall on each floor level. The building fire alarms will emit a high-pitched sound and a strobing white light. When the building fire alarm is activated, immediately exit your unit and use the stairways at either end of the building to the ground floor. **DO NOT** block the elevator lobby.

If you are unable to use the stairs, move to the elevator lobby, **DO NOT** use the elevator. Wait in a safe area for emergency personnel to assist you to the ground floor.



**Exiting building and evacuation staging**

**areas:** Upon exiting the building via the stairways due to a unit fire or activation of the buildings fire alarm system, it is recommended to stand under the car

ports until the fire department has deemed the building safe to reenter. **DO NOT USE THE ELEVATOR.** If you are unable to utilize the stairs, move to a safe location, away from the fire, such as the elevator lobby. Responding fire personnel will take control of the elevator and assist you in the evacuation.



Elevator warning sign: **DO NOT** use the elevator in the event of a fire emergency. Use the stairs at either end of the buildings.



**AED – Automated external defibrillator:** An AED is located on the 1<sup>st</sup> floor by the elevator lobby. Always call **9-1-1** prior to using the AED. It is highly recommended to take a class in the appropriate use of the AED. The Iona-McGregor fire district conducts free instructional classes on the use of an AED.



In the event of a stalled elevator, **DO NOT PANIC**. Open the **“FOR HELP OPEN”** door, press the intercom button **ONCE**, there may be a small delay of a few seconds. The operator will respond and may instruct you how to restart the elevator. If this fails, do not hesitate to call **9-1-1** from your cell phone. If you are affected by enclosed spaces, immediately call **9-1-1** for assistance.