

FIRE SAFETY AWARENESS PROCEDURES

I... IF YOU DISCOVER A FIRE IN YOUR APARTMENT

- 1) Get out of your apartment immediately. DO NOT take time to remove personal belongings.
- 2) Shut the door to your apartment. DO NOT take time to lock it.
- 3) Activate the fire alarm by pulling the pull station located in the corridor at the exit door/stair.
- 4) Evacuate to the exterior of the building. If safe to do so, proceed to the Dining Room. If not, go to the Parking Lot. If you cannot evacuate down the stairs, remain in the stairwell or go to a nearby apartment.

II... IF YOU SEE OR HEAR THE FIRE ALARM WHILE IN YOUR APARTMENT, BUT THE FIRE IS NOT IN YOUR APARTMENT

- 1) Remain in your apartment with your door shut. Do not open the door unless a fire fighter or Collington staff member knocks on it.
- 2) Do not call the Security Desk as staff is busy calling and working with local Fire Department.
- 3) If requested, you will be escorted out of your apartment and across the closest set of cross-corridor doors.
- 4) Follow instructions of the staff and firefighters at all times.

IMPORTANT NOTES:

- > If you encounter smoke while in your apartment and the fire is not in your apartment, stuff wet towels under the door and wait by an open window. Open the window only far enough so you can wave a towel or clothing to alert the Fire Department to your location.
- > If you cannot walk down the stairs, go into the fire-rated stairwell and wait for staff or firefighters to help you. Do not use the elevator.

III... IF YOU DISCOVER A FIRE IN YOUR **COTTAGE / VILLA**

1. Get out immediately. DO NOT take time to remove personal belongings.
2. Shut the door. DO NOT take time to lock it.
3. CALL 911 FROM A NEIGHBOR'S PHONE.

(Revised September 2017)