

# IN CASE OF EMERGENCY

## CONDOMINIUM OCCUPANT INSTRUCTIONS

(Post on inside of hallway door)

### DO NOT USE ELEVATOR

#### FIRE OR SMOKE ALARM (CONTINUOUS), HEAR "FIRE", OR DETECT A FIRE

- Grab personal emergency kit and pets for evacuation
- Feel hallway door for excessive heat, if NOT hot, carefully check hallway
- If safe to evacuate to hallway, place magnetic **ORANGE** decal on hallway side of door and evacuate (1<sup>st</sup> floor occupants may evacuate by patio if safe)
- If not safe to evacuate to hallway:
  - 1<sup>st</sup> floor - place magnetic **ORANGE** decal on hallway side of door and **evacuate via patio**
  - 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> floor - **go onto balcony and await assistance**
- Evacuate building via nearest staircase (do not use if exit door is HOT)
- **DO NOT REMAIN IN BUILDING** - Go To Designated Emergency Meeting Place

#### TO REPORT A FIRE

- Pull the nearest Fire Alarm Handle and shout "FIRE, FIRE, FIRE"
- Call 911
- Follow FIRE OR SMOKE ALARM instructions above

#### EARTHQUAKE

- Drop, cover and hold on
- Count 60 seconds after shaking stops before leaving cover
- Check all unit occupants for injuries
- Do not evacuate immediately unless danger is obvious in your unit, or instructed to do so by Floor Captain or Damage Assessment Team
- Place appropriate magnetic decal on hallway side of door (**GREEN - OK** and remaining inside, or **ORANGE** if evacuating)
- If evacuating, grab personal emergency kit and pets, Go To Designated Emergency Meeting Place

#### GAS LEAK: If you smell gas (rotten eggs) or someone yells "GAS LEAK"

- **DO NOT OPERATE ANY ELECTRICAL DEVICE** (e.g. light switch, cell phone, fire alarm handle, portable radio, etc.)
- Grab personal emergency kit and pets for evacuation
- 1<sup>st</sup> floor occupants evacuate via patio door (leave door open)
- Occupants of other floors, if safe to do so, open the balcony door or a window, and
  - Open hallway door and determine if safe to enter hallway (no gas smell)
  - If not safe to evacuate, **go onto balcony and await assistance**
  - If safe to evacuate, place magnetic **ORANGE** decal on hallway side of door
  - Evacuate building via nearest staircase
- **DO NOT REMAIN IN BUILDING** - Go To Designated Emergency Meeting Place

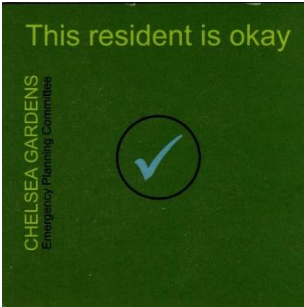
Your Floor Captain is:

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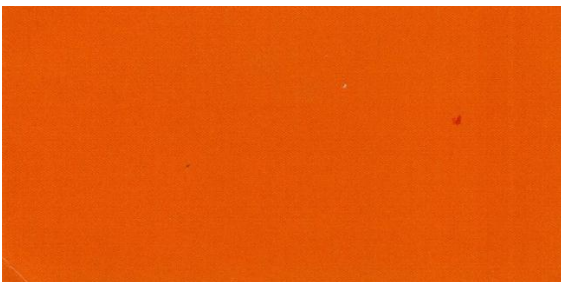
## MAGNETIC DOOR DECAL DESCRIPTIONS

### GREEN



Display the **GREEN** square magnetic decal on the hallway side of the entrance door after an earthquake if everyone inside is **OK (including pets) and remaining inside the unit**, no assistance is necessary, and you do **not** consider that occupants are in any immediate danger. Responders will not investigate.

### ORANGE



Display the **ORANGE** rectangular magnetic decal on the hallway side of the entrance door after an emergency if everyone inside (including pets) have evacuated the unit.

### PETS



Display the **RED/BLACK** square Please Rescue magnetic decal on the hallway side of the entrance door at all times when a pet lives in the unit. If the **GREEN** decal is displayed after an earthquake, responders will assume pets are OK. If the **ORANGE** decal is displayed after an emergency, responders will assume pets have been evacuated.

**NOTE:** If no **GREEN** or **ORANGE** decal is displayed on the entrance door after an emergency occurs, occupants/pets (if any) will be considered possibly at risk, and responders will investigate the unit. Do not place both **GREEN** and **ORANGE** decals at the same time on the hallway side of the door.