

FIRE PROCEDURES FOR DEVON RESIDENTS

IF YOU SMELL SMOKE, AND ARE NOT SURE WHETHER THERE IS A FIRE:

- ACTIVATE THE FIRE ALARM SYSTEM BY PULLING THE HANDLE AT THE NEAREST ALARM BOX LOCATED AT THE END OF EACH HALLWAY (NEAR THE EAST AND WEST STAIRS) AND THE SERVICE ELEVATOR AREA ON EACH FLOOR.

IF YOU SUSPECT A FIRE, AND THE ALARM HAS NOT SOUNDED:

- PULL THE NEAREST ALARM BOX LOCATED:
 - IN THE HALL NEAR THE EAST OR WEST STAIRS,
 - or
 - IN THE ELEVATOR SERVICE AREA AT THE DOOR TO THE CENTER STAIR
- THIS ALARM NOTIFIES:
 - THE WILMINGTON FIRE DEPARTMENT
 - THE FIRE PANEL ON THE FIRST FLOOR

FOR OUR NEW SYSTEM, if the alarms sound in your unit, you should immediately check the common area hallway outside your unit.

A. If the alarms and strobes in the common area hallway are not activated, the alarm is specific to your unit.

- If you know that the alarm in your unit is due to a fire, pull the nearest hallway alarm pull station, go to the nearest east/west stair, and evacuate the building.
- If you know that the cause of the alarm in your unit is accidental (such as cooking smoke, etc.), or you are not sure of the cause, close your bedroom door(s) and wait in the hallway outside your unit for a Devon employee to arrive. This may take several minutes. (If smoke reaches a bedroom detector, it will become a general building alarm and all occupants must evacuate). Devon staff may call the Fire Department to clear the smoke and verify that the fire has not extended beyond the identified area (such as the stove).
- Keep your residence door closed. (If smoke reaches the common area hallway detector, it will become a general building alarm and all occupants must evacuate.)
- When the Devon employee arrives, you and/or the Devon employee will need to enter your unit to determine if the cause is accidental, or due to a fire.
- If the cause is fire, do as above, pull the nearest hallway alarm pull station and evacuate the building.
- If the cause is accidental, you and/or the Devon employee should correct the cause, clear smoke from the living room smoke detector and the Devon employee will return to the lobby to reset the alarm panel.
- This will stop the sound from the alarms in your unit.

OVER

NOTE:

If an alarm is activated in a unit due to accident (cooking smoke, etc.), all alarms in that unit will sound until the lobby alarm panel is reset. Neighbors should not call 911. If there is a fire emergency, all alarms in all units will sound, all residents must evacuate the building, and the Fire Department will be notified by the alarm system.

B. If the alarms and strobes in the common area hallway are activated, it is a general building alarm and all occupants must immediately evacuate the building.

- Close your residence door and leave it unlocked.
- Residents who are able should go to the nearest east/west stair, descend to the first floor and exit to the rear of the building. Do not assemble in or near the lobby.
- Do not hold or prop stairwell doors open.
- Do not use the center stairs, these will be used by firemen and those residents that need assistance to evacuate. The elevators will be recalled to the first floor for use by the firemen.
- Once outside, move into the grass (or snow) areas away from the building (or sit in your cars, if in the parking lot – do not go to the parking garage). Keep the sidewalks and parking lot clear for emergency personnel.
- First floor personnel should exit the nearest east/west exit.
- You will be given verbal instructions when it is safe to enter the building.
- For those who are unable to walk down the stairs, go to the center stairs, enter the landing and sit on the stairs to the side. Leave the center of the stairs open for pedestrian traffic.
- Wait in the stairwell for assistance by the firemen. Firemen will be given a list of those needing help, but it may take some time to get to you because their first priority will be the fire.

NOTES:

- All fire alarms are overseen by The Devon Doorman, who is here 24 hours a day and is the first to access the fire panel and read where the alarm is sounding. In addition to the Doorman, additional support is provided by our resident Safety Coordinator, our resident Council Member who is head of Building and Grounds, and The Devon mechanics (Monday – Friday, 8am – 4pm).
- These are the most up-to-date instructions, and replace any prior instructions.
- We will continue to evaluate these procedures and will revise them as needed.
- Pet owners will be solely responsible for their pets, at this time. Pets should be under control, on a leash, or in a pet carrier.
- During an alarm, no one is to remain in their unit, unless you are unable to leave.
- If you are unable to leave your unit, place a damp towel across the bottom of your entrance door. Leave your door unlocked. Wait for the firemen.