

FIRE

FIRE PROCEDURES FOR DEVON RESIDENTS

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 (see B).
- 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.)
- 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 (see B).
- 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.

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 the stairs or near the lobby. DO NOT STAY IN THE BUILDING.**
- **Do not hold or prop stairwell doors open.**
- **Do not go to the center stairs,** unless you are unable to use stairs. The elevators will be recalled to the first floor for use by the firemen.
- **All residents should go to** and assemble in the 14th Street parking lot. Monitors will be near the pool building and near the Riverview Avenue side.
- First floor personnel should exit the nearest east/west exit **and assemble in the rear of the building.**
- Everyone 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 the firemen to bring you down by elevator. 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 source of the alarm.
- If there is smoke in any stairwell, seek an alternate route.
- If alarms end before firemen arrive, return to your units. When the alarm ends, a monitor will come down each stair to advise remaining residents.

GENERAL INFORMATION

- **If an alarm sounds, do not call the doorman. Do not call 911.**
- Preplan **everything** you will need to do and take with you if an evacuation is necessary. Know what outerwear is needed and if any water, flashlight, medicine and keys will be needed. **Turn off** any gas or major appliances. Leave **bedroom doors open** and **hallway door unlocked**.
- Use **east** and **west stairs** to leave the building. If you are **slow** on the stairs, **use the handrail** and, at landings, **allow others to pass**.
- Anyone who exits to the front of the building should move around the building to the rear. **Do not congregate in front of the building**.
- **Center stair** is only for those unable to walk down stairs. **Wait** on the landing or steps for **firemen** to take you down by **elevator**.
- **Pet owners are solely responsible for their pets. Pets must be restrained and under control, on a leash, or in a pet carrier. Keep leashes short.**
- 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 firemen, or the alarm to stop.
- If you **smell smoke**, and **no alarm** is activated, **call the doorman** (658-5380), or **call the Devon Office** (658-5366, M-F, 8:00 a.m. - 4:00 p.m.).
- **If you suspect a fire, but no alarm has 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 stairs**. ■
- The alarm notifies the **fire panel** on the first floor and **the Wilmington Fire Department. Leave the building**.
- If leaving your unit for an extended period of time, shut-off all major appliances and leave bedroom doors open.

DEVON CONDOMINIUM - FIRE ALARM EVACUATION PLAN

