

# FIRE PLAN

Please refer to the First and Second Floor diagrams for Evacuation Routes.

You should know how to get out of this building in case of fire or any emergency that warrants you to leave the building. If you have questions concerning the following information please talk to the Ashford Housing office staff.

**Above all you must endeavor to stay calm in any emergency and follow all written and verbal instructions from qualified documents or individuals.**

Tenants on both floors are required to exit the building without assistance.

In the event that you cannot exit the building you are to make your way to the SAFE REFUGE AREA at the end of the wing in which your apartment is located.

Persons living on the second floor are required to exit the building via the nearest stairwell. **Do not use the elevator during an emergency.**

Do not open emergency doors that close automatically when an emergency is in progress.

When you exit the building during an emergency proceed to the designated meeting area in front of the building.

The designated safe areas are for individuals who need assistance exiting the building when the elevator is not in use. If you are able to safely exit the building using the stairs you must do so.

## EMERGENCY EVACUATION PLAN

1. All stairwells are safe refuge areas in case of any fire emergency for handicap persons.
2. When the fire alarm sounds, your response is to exit your apartment to a safe refuge area if handicapped, or otherwise to exit the building and proceed to the front of the building. This is important in order to get an accurate head count.
3. Use emergency call stations located in the refuge areas on the second floor to call for emergency assistance.
4. If you are in a common area DO NOT return to your apartment; proceed to the nearest emergency exit.
5. The elevator will not work in an emergency situation. If you are in the elevator at the time of an emergency, use the emergency phone and call for help.
6. DO NOT RE-ENTER THE BUILDING under any circumstances until you are told to do so by the Fire Department or Executive Director.
7. DO NOT GO THOROUGH A CLOSED FIRE DOOR unless you are prevented by the fire to exit according to this notice. Before proceeding through any door check to make sure the door is not hot.
8. In the event that you cannot leave your apartment because of fire; leave the apartment door shut and if necessary place wet towels on the floor by the door.