

## **SAFETY AND SECURITY MANUAL**

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### **SECTION 1: Building Access and Use of Keys**

#### **Keys**

Exterior doors and doors to common areas such as stairwells and elevator lobbies are opened with a Harbour Hill radio frequency key fob. Each unit is issued two key fobs. Additional key fobs may be obtained for a fee.

A key fob should never be provided to contractors or others needing access to the building. Lost key fobs must be reported to the Building Committee Chair or the Superintendent so that they may be deactivated. There is no penalty for deactivation, and new key fobs can be issued for a fee.

Unwanted key fobs should be returned to the Building Committee Chair or the Superintendent. **Unwanted key fobs should never be thrown away or disposed of in any other manner.**

The building key fobs are on a battery backup and will work for 2-3 hours during a major power outage. The garage vehicle door openers will not work during a major power outage. In the event of an emergency, wherein the key fob will not work for a prolonged period, keys to manually unlock exterior and interior entry doors will be issued to residents by the Superintendent.

A second single key is used to open a given unit as well as the unit's hall storage area and mailbox. This key is solely the responsibility of the unit owner and may be duplicated at the discretion of the unit owner.

In some instances, where a new door has been installed in a unit, a second key may be required to open the unit mailbox. In other instances, the unit door and unit storage door have separate keys. **Owners may not change the lock on their unit door or storage area without the permission of the Building Committee.** Harbour Hill assumes no responsibility for monitoring the distribution of unit keys by the unit owners.

#### **Where is the key fob required?**

The key fob is required to access the following areas:

- Front door - Beach Dr NE & 7<sup>th</sup> Ave
- 1<sup>st</sup> floor garage to Lobby
- Rear 1<sup>st</sup> floor garage gate entrance - Oak St. (south)
- South 1<sup>st</sup> floor garage into rear stairwell
- North 1<sup>st</sup> floor garage into rear stairwell
- Rear alley entrance at unit 101
- 1<sup>st</sup> floor garage into Alley Garden
- 2<sup>nd</sup> floor garage into front elevator
- South 2<sup>nd</sup> floor garage into rear stairwell
- North 2<sup>nd</sup> floor garage into rear stairwell
- Alley gate entrance into 2<sup>nd</sup> floor garage (up the ramp)

### **Can I get additional key fobs?**

Additional key fobs may be obtained from the Building Committee Chair or the Superintendent. A non-refundable fee will be required and the unit owner must identify the intended user of the key fob on the *Request for Exterior Door Key fob* form, which must be approved by the Building Committee Chair. This form is available on the website at <http://hhca.wildapricot.org>.

### **What is the procedure for key fobs when the unit is transferred or rented?**

The new owner must present the building key fobs obtained at the closing to the Building Committee Chair or the Superintendent for activation under the new owner's name.

The keys for entrance to the unit, building key fobs, the unit storage, and mailbox will be transferred by the unit owner to the new owner in an agreed upon manner. No receipts are required by Harbour Hill for unit keys, storage room keys, or mailbox keys

In the case of a rental, the unit owner will determine the disposition of the key fobs, and the unit keys. Whatever arrangement is agreed upon, the unit owner will remain responsible for the key fobs and will be required to submit an accounting of the key fobs to the Building Committee Chair when the rental begins or changes tenants.

### **How do contractors get access to the building and to units?**

There is a procedure for contractors to be able to access Harbour Hill. The contractor must sign the *Contractor Agreement Procedure* document prior to commencing any work. This document is available on the Harbour Hill website at

<http://hhca.wildapricot.org>. The document identifies the times a contractor is allowed to work in the building among other things. The contractor will need to contact the building Superintendent to obtain a card that can then be used to access the first floor rear elevator entrance. This card will be issued on a daily basis unless other arrangements are agreed upon by the Superintendent and the contractor. The card is used to keep a record of all times the contractor has entered the building. The Superintendent will inform the contractor where the card needs to be placed when he leaves for the day. This card becomes inactive daily after 6:00pm and once the contractor has left the building, they will not be able to reenter after that time even if they still have possession of the card. The owner who has contracted for services will have to make their own arrangements with the contractor for access to their individual unit.

NOTE: It is the unit owner's responsibility to inform the Building Committee Chair of the extent of the work proposed via *Apartment Alteration/Construction Application* form available on the association website at <http://hhca.wildapricot.org>. The Building Committee will assess compliance with the association's documents and with state and local statutes and will inform the unit owner of any special Harbour Hill building requirements generated by the proposed work

### **Gaining access to the building using the call box**

Individuals may gain access to Harbour Hill without use of the ND keys by using the resident call box located at the main entrance at the corner of Beach Dr. NE and 7<sup>th</sup> Ave N. The call box has a directory of residents that can be scanned by using the # key. For each resident, there is a three digit code next to their name. An individual may contact a resident by dialing the appropriate three digit code.

The code will connect your phone to the call box and you can then communicate with the individual at the front entrance using the intercom phone. To allow the individual access to Harbour Hill, you press the "9" digit on your phone. This will cause the entrance door to buzz for a total of 10 seconds during which time the door may be opened without a key.

In order to maintain a safe and secure building, it is important that you know the individual that you are allowing to enter the building. You may view the front entrance any time on channel 732.

The system works with either a landline or mobile telephone.

### **Can my real estate agent have access to the building in my absence?**

Harbour Hill has a unique system for Real Estate Agents to show or view a property. The *Notification of Intent to Sell or Lease Unit* form gives the Real Estate Agent, with the unit owner's permission, access to the building without the

owner being present. The form allows an agent to use only the call box and their own cell phone to gain access to the front door. It also allows the Real Estate Agent to give access to other Agents to show the property even if the listing Agent is not present.

## **SECTION 2: Elevator Protocol**

### **What do I do if I get stuck in the elevator?**

Below the floor number buttons on the left side of the elevator, you will see a “HELP” button. When you press this button, a red light next to the button will blink and you will hear a pulsing noise. In a matter of seconds, someone identifying themselves as “ThyssenKrupp” will respond. This monitoring service is SoundNet and is part of the ThyssenKrupp Company, the manufacturer and installer of the elevator. Let them know the emergency. They have access to technicians who can respond to the emergency and to an Authorized Caller List that identifies key people in the building, such as the Superintendent, who could respond immediately to the situation. If it is a medical emergency, SoundNet can access 911 for you.

### **Are the elevators usable during a fire or other disaster?**

**No.** The stairways are to be used for exiting during fire or other disasters. The elevators will be unusable and will be parked on the first floor under the control of the fire department.

### **Why do we have to use the DH button when we want to hold the elevator open?**

The elevators are computer controlled. If the elevator is held open by hand for a period of time instead of using the DH button, the computer will assume there is a blockage. The system will go into Safety Lockout and the elevator system will cease to operate. Correcting this situation will require a service call by the elevator company. The given elevator will be unavailable until the situation is remedied.

### **Are contractors allowed to use the front elevator when they are working in the building?**

Normally, contractors are required to use the rear elevator when working in the building for both material and personnel. The one exception to that rule involves work performed on the 9<sup>th</sup> floor. The rear elevator only goes to the 8<sup>th</sup> floor. When a contractor needs to bring in equipment or material that would not be suitable to carry from the 8<sup>th</sup> to the 9<sup>th</sup> floor after exiting the rear elevator, they may use the front elevator in a limited capacity, and only with the consent of the

Superintendent. The front elevator used in this fashion will require the wall padding just as is required in the rear elevator. All contractor personnel, including those working on the 9<sup>th</sup> floor, are still expected to use the rear elevator for normal transit.

### **How do I arrange for use of the rear elevator during a move?**

First, arrange with the movers for the move at a time when the Superintendent will be available, which is from 9am until 4pm from Monday through Friday. Then contact the Superintendent and get approval of the time for the move. You will need to have an individual available throughout the move to monitor the garage gate that will remain open during the move. This is to ensure that no foot traffic uses the open gate to breach the security of the building.

The Superintendent will notify other residents that the elevator is reserved; install protective pads; and program the elevator to remain on the current floor with an open door (it will not move until a new floor number has been depressed from inside the elevator). Once the elevator is full and ready to be moved, the individual operating the elevator must depress the button for the desired floor **and keep the button depressed until the elevator door has completely closed**. Failure to do so will result in the elevator door opening every time the button is released. Once at the correct floor, the elevator door will open and remain opened until the floor button is again depressed from within the elevator and held until the door closes. This enables the possessions to be removed or loaded without concern for the elevator door closing during the process. Once the move has been completed, the Superintendent will reprogram the elevator to return to normal operations.

If the rear elevator is inoperable at the time of a move, the front elevator may, under certain circumstances, be used for that purpose but will not be locked out for use by other residents as would be the case for the rear elevator.

## **SECTION 3: Parking Issues and Procedures**

There is one covered parking space for each unit in the building. The space may be located on the ground floor or the second floor garage area. The numbered parking space is transferred by deed when the unit is purchased. In the case where two units have been combined into one, the owner of the combined units will retain a parking space for each of the units that were combined.

There are two parking spaces which belong to Harbour Hill and are not assigned to a specific unit. These spaces can be assigned at the discretion of Harbour Hill. Currently an open drawing is held at the annual owners meeting in November for any unit owner who desires an additional parking space in the covered garage area for the following calendar year. The winners of the open drawing pay Harbour Hill a fee for the use of these spaces.

Each owner receives a remote garage gate actuator, commonly called the “clicker”, to access the garage area, either on the first floor off Oak Street or on the second floor off the alleyway between Oak St. and Beach Dr. Each actuator is programmed to allow an owner to access their own parking space. This means that if you have a space in the second floor garage, your actuator will not allow you access to the first floor garage and vice versa.

The actuator is required for a vehicle to either enter or exit one of the garage areas. When the actuator is pressed, the garage gate will open for a total of 16 seconds. This is ample time for a vehicle to either enter or exit the garage area. Once the vehicle has entered or exited the garage and is a sufficient distance from the gate, **the driver must stop and wait until the garage gate completely closes before proceeding.** In the event that more than one vehicle is entering or exiting the garage at the same time, the last vehicle will have this responsibility. This procedure ensures that only authorized vehicles or individuals have access to the garage areas.

NOTE: There is a safety system in the floor at the inside of each garage gate that is triggered when a vehicle is stopped just inside the gate. It will delay the gate closing until the vehicle has moved past the trigger point into or out of the garage area.

### **Can I use a parking spot that has remained empty for some time?**

No, except in the following circumstances:

- 1) If you have contacted the owner of the parking space and they have agreed to allow you to use their space in their absence, you may do so. However, you must contact the Superintendent and make him aware of the arrangement.
  
- 2) On occasion individuals may contact the Superintendent or Building Committee Chair and state that, in their absence, their parking space may be used by other residents. If you have a short term need, check with the Superintendent or Building Committee Chair about such availability.

### **What can I store in the garage area besides my vehicle?**

A bicycle rack belonging to Harbour Hill is located in the southwest corner of the second floor garage area. Spaces are assigned on a first come/first served basis. Check with the Building Committee Chair regarding the availability of a space and fill out the *Bicycle Storage Request* form located on our website. <http://hhca.wildapricot.org>

On both garage levels, there is additional storage space in front of the assigned parking spaces adjacent to the exterior wall. Items left in these open storage areas should be secured either to the concrete bumper or secured by some other means. In order to avoid damage to the wall, nothing should be chained or cabled to the cinderblock latticework wall of the garage. Stored items must be moved when high winds are forecast and during the annual garage cleaning.

The security of these items is the sole responsibility of their owners. Harbour Hill is not responsible for items lost or stolen in these open storage areas.

### **Exterior parking restrictions**

There is no parking in the alleyway between Oak and Beach Drive, where the dumpsters are located. Vehicles parked in that area may be towed at the owner's expense, with the following exceptions:

- 1) If a 1<sup>st</sup> floor resident wishes to unload items from their vehicle and it's easier to stop near the dumpsters and use the rear alley entrance at Unit #101, they may do so. This must be done as expeditiously as possible and the vehicle moved as soon as possible.
- 2) Contractors working on the building or units within the building may receive permission to use the dumpster space on a temporary basis. This must be coordinated with the Superintendent.

The driveway at the main entrance at Beach Dr. and 7<sup>th</sup> Ave is another non-parking area. This area is mainly used for passenger pick-up and drop-off, package deliveries, emergency vehicle access, and as a pedestrian entrance. However, this rule is not absolute. If you need to pick up your mail or retrieve an item you forgot in your unit, for example, you may leave your vehicle in the front driveway and retrieve those items. However, we request that you keep that time to a minimum.

If you feel that someone may be abusing the front driveway parking situation, there are friendly reminders in the mail room that you can place on the car's windshield reminding them of the no parking rule.

## **SECTION 4: Fire Alarm Systems**

### **Why are there two types of alarm in each unit?**

Your unit smoke and heat detection system is a series of two or more hard-wired circular detectors with battery backup. It is intended to detect smoke and heat within a given unit. These detectors are in each bedroom and another one is in the hallway for each unit. The placement of these detectors is in accordance with

local fire codes and may not be altered. The detectors are designed so that if smoke or heat is detected by one, all three will sound an alarm.

There is a sensor in each of the detectors that will sense low battery power. Several short beeps from the detector followed by silence will indicate a low battery power condition. The St Petersburg Fire Marshal recommends replacing the 9-volt batteries in your smoke detectors once a year.

There is another system which is connected to the building fire alarm system. In the bedrooms of each unit, a Fire Link box is attached to an electrical outlet and screwed to the wall. This 3" x 8" x 2" deep white oblong box, with the words "Fire Link" printed on it, is called an annunciator. The green 'status' light should be lit at all times. It emits a loud pulsing tone when the building alarm is activated. **The placement of the annunciator is an important safety measure and it should not be relocated.**

The control panel for the building fire alarm system is in the lobby near the front elevator. There are sensors in each of the common areas of Harbour Hill. When smoke or heat is detected in a common area by any of these sensors, an alarm is sounded through the annunciators in each unit alerting residents that there is a problem in the building and **to evacuate the building immediately using the stairways.**

Our fire detection and alarm systems are monitored by a separate organization, called a central station.

### **What is the impact of home repair projects on the functioning of the detectors and annunciators in each unit?**

If a home repair project is going to create a lot of dust, it will negatively impact the operations of the smoke detectors. Dust buildup within a smoke detector can mimic smoke and thereby cause the detectors to sound an alarm. It is necessary to cover the smoke detectors during the project with some sort of dust cover. Dust covers for detectors can be purchased at a local hardware store. It is not recommended that the smoke detectors be removed during the renovations. Check with the Superintendent about the availability of dust covers for loan.

Unlike the smoke detectors that have battery backup, the annunciators are dependent upon a constant electrical supply to operate. If the electrical supply is going to be shut off during a home project, permission from the Superintendent must be sought to temporarily relocate the annunciator to an area with a constant electrical supply. There are electrical outlets in each hallway that may be used to temporarily relocate the annunciator. The annunciator must be returned to its former locations at the end of the project.

### **How is a smoke detector silenced once the alarm has sounded?**

For the smoke detectors to be silenced once the alarm has sounded, you must first find and correct the reason the alarm sounded. The smoke, heat, or other particulate matter that caused the alarms to go off must be cleared from your unit. Once that has been accomplished, push the "Test/Silence" button on the face of ONE of the detectors. This will send a signal to the other detectors in your unit and all will be silenced. If that does not work, all of the detectors can be removed from their power source and their battery compartments opened. This will also stop the alarm. You should seek assistance to resolve the problem and reactivate the alarm system immediately.

### **What happens when I remove my annunciator from its power supply?**

When an annunciator is removed from its power supply, you will have TWO minutes to find another active power outlet. After two minutes, if the annunciator is not powered up, an alarm will sound in the control panel in the lobby indicating there is a problem with the system and a signal will be sent to the central monitoring site. This monitoring site will notify Harbour Hill that there is a problem in the system.

### **How can I make sure my annunciator has a constant power supply?**

There is at least one breaker on your circuit breaker board that must never be turned off, even if you are not going to be in residence for an extended time, which is the circuit breaker that controls the outlet for your annunciator. The annunciator in a bedroom is connected to an ordinary two plug outlet. If you do not know the breaker that controls that outlet, here is a simple way of determining it. Plug a small lamp into the other receptor in the outlet that has the annunciator and turn the lamp on. Now go to your circuit breaker panel in the kitchen area and open the panel door. Begin by tripping one breaker. Immediately go back into the bedroom to see if the lamp has been turned off. If not, go back to the breaker board and reset the breaker. This procedure must take under two minutes each time it is attempted. Try another breaker and see if the lamp has been turned off. Repeat this process until you have determined which breaker controls the outlet.

If you do not feel comfortable doing this, contact the Superintendent/Building Committee Chair and ask for help.

You will now know which breaker must never be shut off. Cover that breaker with electrical tape or otherwise mark it as a reminder to you and anyone else likely to have access to the electric panel in your unit. This procedure should be followed for each of the annunciators in a unit.

## **SECTION 5: In Case of Fire**

The probability of a major fire emergency occurring at Harbour Hill is remote. The building is constructed mostly of reinforced concrete with metal studding throughout. However, the construction does not completely protect the building from a fire emergency from other causes such as kitchen accidents, careless cigarette smoking, electrical malfunctions, or other causes. In addition, you must not store flammable liquids like paint thinner or oil paint or gasoline in your storage area, and nothing flammable of any kind should be stored within 3 feet of a light bulb. If you have a clothes dryer in your unit you must clean the ductwork on a regular schedule, as the lint accumulation is a fire hazard.

As was described in the previous Section on Fire Alarm Systems, each unit as well as the common areas at Harbour Hill is equipped with smoke and heat detectors. In addition, there are red fire “pull down boxes” on each floor at the front elevator and at both stairwells. Fire extinguishers are on all floors in the hallway outside the 02 units and additionally on the 3<sup>rd</sup> through 9<sup>th</sup> floors in the hallway outside the 05, 06, and 08 units, and in the garage areas. They are clearly labeled and you should familiarize yourself with their locations.

### **What do I do if the annunciators sound an alarm?**

The annunciators will indicate a problem in the common areas. If the annunciators sound an alarm in your unit, close all windows and the slider and leave immediately. Smoke is the biggest concern in a fire emergency. The hallway should be passable because of the open grid to the outside. **Do not lock your door when you leave.** Go to the nearest or least smoky stairwell and exit using the stairs. In general, those in units 08, 07, 06, and 05 use the stairwell next to the rear elevator. Those in units 01, 02, 03, and 04 use the stairwell opposite the 02 unit. **Do not use the elevators.** After exiting the building, cross Beach Drive and assemble in front of the 1<sup>st</sup> Presbyterian Church. This will allow a head count to be taken.

### **What if I am unable to walk down the stairs?**

The stairwells at Harbour Hill have a two hour safety rating, meaning that it would take approximately two hours for any fire to breach the stairwell. The Fire Department estimates a response time for any fire emergency at Harbour Hill at seven minutes or less. **If you are unable to walk down the stairs, you should still go and shelter in the stairway. Assign someone leaving via the stairway to notify the St. Pete Fire & Rescue team of your location and condition.** They will come to you and help you evacuate. You should also call 911 if you have a cell phone and alert them to your location and condition.

However, all capable individuals should exit the building on their own via the stairwell as soon as possible after hearing a fire alarm on their floor.

### **What happens if I am unable to leave my unit during a fire?**

If for any reason, you are unable to exit your unit and navigate to the stairwells, the Fire Department requests that you leave your front door unlocked and that you **hang a brightly colored cloth or towel from your balcony** so that it is clearly visible from ground level. This will allow the Fire and Rescue team to know that there is an individual in that particular unit that will need help in evacuating. If the Fire and Rescue team does not respond to your particular situation and you have concerns, call 911 and explain your situation.

### **What do I do if the smoke and heat detectors within my unit sound an alarm?**

Determine if the emergency is being caused by either smoke or heat, bearing in mind that alarms can be triggered by construction dust particles in the air. If the emergency is real, **call 911 immediately** to inform them that you have a fire emergency. They will contact the Fire Department. Leave your unit door unlocked and exit your unit immediately. Activate one of the red pull down fire alarms located at the stairwells or the front elevator. This will sound the building fire alarm so the building can be safely evacuated. Head for the stairwell and exit the building immediately.

Note: If the fire is within an oven or in a pot on the stovetop in the kitchen, immediately close the oven door or cover the pot. This will cut off the supply of oxygen to the fire and may extinguish the fire. If there is either smoke or fire damage in your unit, even if it did not require the Fire Department to respond, you must inform the Fire Department and the Superintendent and a board member of the situation. This is especially important if you intend to file a claim with your insurance company. They will need verification from the Fire Department that there was fire damage in your unit.

### **How do I know if the alarms are just being tested?**

Any alarm check out procedures will be advertised well ahead of time with notices on the bulletin board in the mail room & in the elevator postings. Testing of the alarms will occur between 8am and 5pm. If an alarm sounds at any time and none of these alerts have been posted, you **should consider it real and proceed accordingly.**

## **SECTION 6: Hurricane Preparedness**

### **1. General**

The Board Members, Building Committee Chair and the Superintendent, will be responsible for carrying out this plan to the extent it is feasible to do so.

A photo record of all Harbour Hill real property, including the electrical room and elevator power systems, is digitally stored with the Harbour Hill permanent records. The title of the record is Harbour Hill Common Elements Gallery.

Unit owners leaving the city and leaving car(s) in the garage must leave keys to those vehicles on the kitchen counter in their unit.

The no-pet policy set forth in Section 10, Number 3 of the Declaration of Condominium may be temporarily waived at the discretion of the Board of Directors for guests during official hurricane warnings.

Each year prior to the start of the hurricane season, Pinellas County publishes the Official Hurricane Guide for Pinellas County called *Surviving the Storm*. A copy of the latest edition is available to review in the library. The guide contains useful information, including checklists, evacuation zones (we're in Zone D, the next-to-last to be evacuated) and telephone numbers that are important to have in an emergency. The guide can also be viewed on-line at [pinellascounty.org](http://pinellascounty.org)

### **2. When we are Under an Official Hurricane Watch**

The Harbour Hill storm team will be co-chaired by the Superintendent and a Board member. The Board member will post on the bulletin board the names and contact information of the co-chairs, storm team members and any specific instructions. If you are willing to assist the team, please notify one of the co-chairs. Residents should check the bulletin board frequently for updates to the storm team plans.

Harbour Hill Board Members, any storm team assistants, and the Superintendent, will have many duties to prepare the property for a storm, and may be unable to assist with personal care situations. Those individuals who require special care should prepare for an emergency situation well ahead of time.

The Board of Directors will meet to determine whether guests will be authorized to bring pets with them should a hurricane warning be issued.

If residents will have guests staying with them during the storm, residents shall provide the co-chairs with the unit number and a list of names and indicating whether they are an adult or a child. In addition, if authorized by the Board, they shall identify the number and type of any pets accompanying guests.

The Superintendent will check, emergency supplies recommended by the Building Committee Chair and/or designated by local authorities for use in common areas. Individual unit owners assume responsibility for their own supplies of batteries, water, flashlights, etc.

All items must be removed from your balcony. It is not the responsibility of The Superintendent or the storm team to assist in clearing your balcony. If the storm team determines that a balcony has not been cleared, it will have it cleared and the owner will be billed \$250 and it will be considered a fineable event.

If owners/residents have any items stored in the garage, they must either secure them so that wind does not blow them around or put them in their car or storage closet.

### **3. When we are Under an Official Hurricane Warning**

#### **Guests and Pets**

If the no pet policy has been waived by the Board of Directors, the following rules apply:

- Pets are expected to leave the building once the storm has passed and evacuation orders have been lifted.
- Pets are to be confined to the unit except to go outdoors to relieve themselves.
- Only the rear elevator may be used to transport pets.
- No animals may be bathed or cleaned in the laundry rooms.
- Residents are liable for any damage, cleaning, or pest control caused by a visiting animal.
- Residents and their guests are expected to use common sense and be courteous to neighbors.
- The President, or any Board member if the President is unavailable, may extend the waiver period for a time certain on a case by case basis should individual circumstance require it.

#### **Grounds**

The Grounds Committee Chair will prepare and give to the storm team co-chairs a plan for the Alley Garden, Atrium, Sundeck, and Harbour Room balcony for implementation by members of the storm team. The storm team co-chairs will

decide if any precautions need to be taken in the Harbour Room, Lobby and/or Library.

## **Décor**

The Décor Committee and the floor representatives will remove all artwork from the hallways and store in the floor representative's unit until reinstallation.

## **Garage**

The storm team co-chairs will decide if and when cars should be moved from the first floor garage to the second floor. **Under the supervision of the Superintendent**, and as space is available, owner's cars will be moved. Cars belonging to non-residents who are "riding out" the hurricane at Harbour Hill must be removed from the garage, or they may be parked on the first floor if space is available, **under the supervision of the Superintendent**. Owner/resident needs will take precedence over non-residents.

Garage doors will no longer operate automatically in the event of power failure or disconnection. Doors may, if necessary, be left in the open position.

To the extent feasible, and subject to the availability of storm team volunteers, the Superintendent and assistants will place sand bags against the doors of the electric/pump room in an attempt to keep out rising/blowing water.

Main power switches will not be disconnected unless flooding appears imminent. However, power may be lost due to Duke Power failure or to flooding failure of the Harbour Hill switch panels.

## **Evacuation**

In the event of a mandatory evacuation, residents should turn off their main water valve located in their utility closet, and the circuit breaker to their water heater. Do not turn off the circuit breaker(s) to the smoke detectors and fire annunciators, as they require power to operate. Identify these circuit breakers in your panel by using the method outlined in the Fire Alarm Systems section of this manual. Make sure those breakers are left on.

Approximately 2 hours after a mandatory evacuation, the elevators will be shut down and parked on the 5<sup>th</sup> floor.

Any residents choosing to ignore a mandatory evacuation order must understand that the Superintendent will evacuate and there will be no building support services.

## **Disaster**

In the event of rising water, Harbour Hill electric power may be disconnected. In this case, emergency lighting will come on and remain on for approximately 90 minutes.

In the event of rising water, you should also avoid the risk of electric shock that might accompany walking in water on the first floor or in the first floor garage. In this case, you should exit the building by way of either stairway into the second-floor garage; go out the second-floor exit door and down the ramp.

Loss of electric power may also cause loss of regular and emergency water supply to the building.

## **5. Recovery**

After county officials have issued an all-clear, the Superintendent/Building Committee Chair will conduct an assessment of the building to determine whether it is safe for residents to return. After a major disaster, professional engineers, government officials and/or other experts will be consulted as necessary.

After the assessment, the President will make the final decision as to whether and when to allow residents in the building. Residents should contact the President to determine when to return home.

## Emergency Action Plan for Fire Harbour Hill Condominium

Please post this in a conspicuous place in your unit

There are two fire alarm systems in your unit and hallway. The small round smoke and heat alarms make a loud beeping noise, indicating that something inside your unit is hot or smoking. If the alarm is alerting you to something on the stove or oven that you can stop or put out, do so by turning off the stove or oven and putting a top on the burning pan if you can do that safely. There are fire extinguishers on each floor in marked cabinets. Use one if you can safely do that.

**If there is a fire in your unit that you do not feel safe dealing with, you and anyone else with you should leave the unit immediately, closing the door as you go.** Go to the nearest fire alarm pull station and activate it as per instructions printed on it. There are pull stations at the elevators and stairwell doors, as well as other locations in the building. The main building alarm will sound. This is an extremely loud pulsing tone which will alert other residents to leave the building. Proceed to the stairway nearest you that is clear of smoke and descend and leave the building by the closest exit. There are stairways at each end of the building. Do not use the elevator.

**If you are alerted to a fire in the building by the loud pulsing tone in the hallway, even if your unit fire alarm is not beeping, immediately leave your unit and proceed to the nearest or least smoky stairway.** Descend and leave the building. Do not use the elevator. Do not lock your door.

Go across the street and gather with other resident in front of the church. Try to gather with other people from your floor so that an accurate count can be made in order to insure nobody is left inside the building.

If the fire alarm is activated and you are unable to leave your unit, hang a brightly colored cloth or something similar over your balcony railing and close but do not lock your door. Call 911 and notify them of your location and condition. Ask other people evacuating the building to notify the Fire Department of your location and condition if possible. Fire Department personnel will come to you and assist you.

If you cannot negotiate the stairs, go into the stairwell, which is designed as a fire resistant room. Ask other people evacuating the building to notify the Fire Department of your location and condition. Call 911 if you have a cell phone and notify them of your location and condition.