

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.