

## **Fire Evacuation Procedures**

### **Prescribed by the City of Philadelphia Fire Department**

1. If you discover a fire or smoke, sound the building fire alarm. Know the location of the alarm signal stations and how they operate.
2. The person stationed at the main Resident Services Desk will immediately notify the Fire Department by dialing 9-1-1 when the alarm is transmitted.
3. When the alarm sounds, leave at once. Close door behind you. Proceed into the fire exit and remain there until you are given instructions by the Fire Department or an announcement is made over the public address system. Fire exits are safe areas of refuge since they are enclosed and the doors and walls are fire rated to keep smoke and heat from entering the stairway.
4. Do Not Use The Elevators. They will stop if power fails, causing occupants to become trapped. Elevator shaft ways are like chimneys. Smoke could enter the elevator shaft thereby asphyxiating the occupants trying to evacuate the building.
5. Feel the door that leads from your apartment to the corridor before opening it. If it is hot or smoke is seeping in, do not open. If you become trapped in your apartment and cannot reach the fire exit, keep the door closed and seal off any cracks. Use the telephone in your apartment to call the Fire Department - dial 9-1-1 - give the name and location of the building, the floor you are on, and the apartment number.
6. If the door feels cool, open it cautiously. Be braced to slam it shut if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, proceed with escape plan.
7. Disabled Persons. A responsible person or persons who reside on the same floor as the disabled, should be assigned to assist in the event of a fire. These persons are taken to the fire exit and will remain on the landing in the fire exit.
8. If caught in smoke or heat, stay low where the air is better. Take short breaths (through nose) until you reach the fire exit.

#### Important:

Be sure the fire exit doors are kept closed at all times so smoke cannot enter the stairway. If at any time you observe fire exit doors being tied or propped open, please report it to the Building Manager.

## **Fire Procedures for Residents Needing Assistance**

**The Front Desk keeps a list of building residents who will need assistance in the event of an emergency. Check with the Front Desk Clerk to be sure that you are on the list and that a description of your physical condition is listed. In the event of an emergency, this list is given to the fire department for their assistance in helping you evacuate the building.**

**If you are ambulatory or are able to use a wheelchair (with or without assistance), proceed to the fire tower and remain there until the all clear is sounded.**

**If an order to evacuate the building is given and you are unable to descend the stairs, remain in the fire tower until a fireman arrives to help you.**

**If you are not ambulatory or have a vision problem and have no one to assist you to the fire tower, call the fire department by dialing 911 and give your name, the location of the building, and your apartment number and remain in your unit until a fireman arrives to help you.**