

WATERGARDEN

FIRE EVACUATION PLAN

DIRECTIONS FOR BUILDING OCCUPANTS

These procedures should be observed for your own safety and protection in the event of a fire or fire drill. Be certain our office mates know what to do if such an occasion arises. The evacuation routes posted should always be used during fire drills and, if possible, in the event of an actual emergency. **IF YOUR NORMAL EVACUATION ROUTE IS NOT PASSABLE DURING AN ACTUAL FIRE, USE THE BEST EXIT AVAILABLE.**

WHEN THE FIRE ALARM SOUNDS

LEAVE IMMEDIATELY, no matter what you are doing. Leave your valuables, and/or other personal belongings in the room. If you don't, it may be too late for you to get out of the building.

CHECK ROOM DOORS BEFORE OPENING

1. Feel the door and observe cracks around the door. If the door is warm or there is smoke, **DO NOT OPEN THE DOOR.**
 - a) Under these conditions, stuff the cracks around the door and open your window.
 - b) If your window is too high for a safe exit, stay by the slightly opened window and wait for officials to bring a ladder. Raise shades and turn on lights (so that fire officials can see into your room).
2. If door is not warm, open it cautiously, checking both for smoke and for noxious fumes. If the hall is clear, proceed to the nearest fire exit. Wear shoes and coat. Carry whatever is available (towels, coats, etc.) to protect your face from flames or smoke.
3. If you find yourself in a hallway, suddenly enveloped by smoke or fumes, the safest spot is close to the floor and against the wall. Cover your nose and mouth and proceed to exit.
4. **DO NOT USE THE ELEVATOR.**

WALK OUT EXIT ACCORDING TO PLAN

1. **Walk** – don't run or stampede.
2. Watch out for other persons in the hallways and on the stairways.
3. Don't cause a jam or possible injury to others.

Leave through the nearest safe exit. It is your responsibility to see that your presence is recorded. Remain at assigned evacuation meeting area until you are given further instructions.