

RESIDENT EVACUATION **& EMERGENCY ORIENTATION HANDOUT**

At the time an owner/resident moves into the building, they are provided a Move-In packet that also includes an Emergency Orientation Handout describing what will happen during an emergency and procedures an occupant is to follow.

In the Event of an Emergency, Residents and Tenants of the Palazzo Condominiums shall follow the procedures below:

IN CASE OF FIRE

- *Call the Fire Department at 911 from a safe phone.
- *Listen for alarms or emergency announcements and follow instructions provided.
- *Close doors behind you.
- *Call SUHRCO building management at 425-455-0900. Listen to the prompts.

Immediately begin evacuation procedures in the event of an alarm sounding on the floor on which you are located – do not wait for direction for the Building Manager.

Know the layout of your floor prior to emergency. Know where emergency stairwell is and the quickest route to get there. Enter exit stairwell and proceed down, staying to the right. Do not re-enter the building or any floor that alarm is sounding on. The Fire Department will let you know when it is safe and re-entry is allowed.

Please be aware that when the fire alarm sounds, that it is not a live person that is telling you to evacuate the building. It is a recording made by the company that put together the alarm system. Therefore, the voice will not tell you when to return to your unit, nor will it tell you the current situation. You must evacuate the building immediately or contact 911 to know what further action is needed.

Activate alarm by using the pull station on that floor if an alarm is not already sounding.

The highest priority in the event of an emergency is human safety. If an occupant discovers a fire, he/she should immediately assist anyone who may be in danger.

If the fire is small, and it is determined safe to do so, attempt to extinguish fire. A fire extinguisher is located on each floor. Know the location of the fire extinguisher on each floor. If the fire is not extinguished immediately, evacuate area at once. Under no circumstance is the tenant to put him/herself in danger.

Be aware of any individuals who may require assistance and inform the Building Manager and/or the Fire Department of their location if they are not accounted for.

In an evacuation, feel the door opening, if it is hot – DO NOT OPEN DOOR. In this event, or if you're unable to leave your unit for any other reason, keep low to the floor where the air is best. Cover your mouth and nose with a damp cloth to avoid inhalation of smoke. Do not attempt to open or break windows –this allows smoke from the outside of the building to enter your unit.

Place a light colored, noticeable object in the window (such as a white sheet out a window or off of a deck), or use masking tape in the shape of a large X to clearly notify fire fighters where you are. Call 911 to alert them of your location.

Occupants present in the building in which the alarm is sounding are to evacuate as follows:

- *All street level retail tenants evacuate across 106th Avenue to K's Deli and well away from the fire fighting efforts.

- *All residential and office tenants either in the basement parking level, or on floors above street grade are to evacuate to the nearest stairwell and evacuate across to the Silver Cloud Motel and well away from the fire fighting efforts. Residents are not to remain in the landscaped courtyards.

If you are in an elevator during an alarm event, it will automatically recall to the ground floor and the door will open. You should proceed directly to the nearest exit door; do not re-enter the building.

After evacuation, absolutely no persons or occupants will be allowed back into the evacuated areas until authorized by the Fire Department.

NON-AMBULATORY EVACUATION

Persons in wheelchairs, or those who are unable to negotiate exit stairs, should wait near exit stairwell and assistance, as long as it is a smoke free environment and it is deemed safe to do so.

- *When necessary, enter stairwell with assistants and wait on landing. Make sure door is securely closed.

- *Wait for further instructions. Fire Department will send fire fighters to assist you if evacuation is necessary.

- *Assistants should not attempt to carry you down stairs unless conditions in stairwell become threatening. In the event of deteriorating conditions, assistants can perform a *carry down* to a safer location.

- *If assistants are not available to wait you, or there are too many individuals on landing area, an area of refuge should be sought on the floor. Most appropriate is a totally enclosed room with a telephone and a window. The telephone can be used to call 911 for notification of your location. The window can be used to signal location by putting something light colored and noticeable in the window (such as a white sheet out a window or off of a deck), or by using masking tape in the shape of a large **X**. These actions will notify the Fire Department of your exact location.

MEDICAL EMERGENCY

In case of a medical emergency, call 911 and give the following information:

- *Patient location (unit number).

- *Brief description of the problem.

- *Your name and phone number.

As soon as possible, send a person to the main entrance to meet and accompany the medic team to the patient.

Call property management and notify them of the situation.

IF HALLWAYS ARE FILLED WITH SMOKE OR YOU CANNOT ESCAPE

- *Dial 911 to notify the fire department.
- *Stuff wet towels in air vents and cracks around doors.
- *Turn off all room thermostats and air conditioners.
- *Keep windows closed and intact.
- *Hang a blanket, sheet, towel, coat or sign in window to notify the fire fighters of your presence.
- *Turn on the bathroom fan.
- *Turn on your television or radio.
- *Fill the bathtub with water for fighting small fires that may come in your room.
- *Cover yourself with a wet blanket, put a wet towel over your face, lie down on the floor and wait for fire fighters.

EARTHQUAKE

In the event of an earthquake, observe these rules:

- *If you are inside when an earthquake happens, stay inside. Do not attempt to leave the building. Take shelter under a desk or table or stairwell. Do not go near windows, outside doors, or any furnishing, fixtures or rack that could fall on you.
- *If you are outside, stay outside. Stand clear of utility poles and overhead power lines. Do not stand too close to the danger of falling windows or building fragments.
- *Stay in a sheltered area until you are told it is safe to leave. Aftershocks may occur following an initial earthquake. Although not as intense as the primary quake, they can cause severe damage to already weak structures.
- *After an earthquake, observe these rules:
 - Be careful about entering and leaving buildings.
 - Do not use fire in any form (matches, cigarettes, lanterns), until you are certain that there is no fire danger or any gaseous leaks in the vicinity.
 - Stay clear of downed wires, open windows, or damaged structures.
 - In the event of a fire or power failure, follow procedures described herein.
 - Call the Fire Department at 911 if the building's sprinkler system has been set off.
 - Drive only when necessary, and then use extreme caution.

POWER FAILURE

In case of power failure to the building:

- * If it becomes necessary to evacuate the building, members of the building staff will assist you in leaving the building by the stairways. If a fire or other emergency occurs along with power failure, follow the procedures as described herein. The building has an Emergency Generator system, but it does not operate the elevators. So, as stated above, use the stairs.
- *Should you have questions about why the power went out and when it might return, call the provider, PUGET SOUND ENERGY, at 425-452-1234 or 888-225-5773.

WATER ISSUES

The water shut-off valve is located behind the water heater tank. For a toilet leak, there is a valve on the wall behind each toilet to cut off the flow of water into the tank.