

# LACONIAHOUSING

We put our residents first.

## EMERGENCY EVACUATION PLAN

- If you suspect a fire.... while outside your apartment pull nearest FIRE ALARM to alert the building tenants and Fire Department and then exit the building. If you are in your apartment unit and suspect a fire CALL Fire Emergency Number: **911**
- If you suspect a fire in the building when in your unit, touch your entryway door, if **HOT** or if you see **SMOKE** coming in from the hallway, **DO NOT OPEN!!** If door is cool and you do not see smoke, open the door slowly and make sure the hallway is clear to evacuate.
- The recorded message that you hear during a fire emergency lets you know what you have to do. The voice on the recording and the fire alarm are signals to let you know that **you should immediately begin to evacuate the building.**
- Every **able-bodied person** must evacuate the building. Use stairways only, do not use elevators. There will be **No Loitering** in the hallways or apartments. **Walk single file staying to the right (wall side) of the stairways** so as to allow emergency personnel to move freely up and down the left side of the stairs. Please be courteous and understanding of those residents who may be slower moving than yourself.
- **Mobility impaired individuals** are the only people allowed to stay in their apartments. (Spouses may be exempted.)
  - If necessary, Fire Department personnel will assist in the evacuation of the mobility impaired **ONLY** after the fire or other emergency situation is under control.
  - Call 911. Let them know you are in a multi-floor building where the fire alarm has gone off. Give them your name, street address and unit number and tell them you are staying in your apartment due to mobility.
  - Remain in your apartment and place a wet towel under the entry door.
  - Close all windows and exterior doors.
  - If there is smoke in your apartment, keep a wet cloth over your nose and mouth and stay **LOW** to the floor. Open windows **ONLY** if you feel it is necessary for you to breathe. Opening a window may create a hazardous draft or allow smoke from the outside into your apartment.

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## **Emergency Evacuation Plan continued:**

- Laconia Housing staff will maintain a current list of all individuals who are mobility impaired and determined unable to evacuate the building via the stairways. This list will be located in the fire alarm box at the building entrance so as to be available to the Fire Department personnel
- All evacuated residents are to assemble in the parking lot away from the entrances. Do not re-enter the building until Fire Department personnel authorize you to do so. If the situation becomes more serious, Fire Department personnel will direct you to an alternate location. In severe weather conditions the Fire Department may direct you to a safe spot inside the building.
- You may return to your apartment **ONLY** after being specifically directed to do so by Fire Department personnel.

Although assisting your neighbors is helpful, it is your primary responsibility to evacuate yourself from the building. Fire Department personnel are trained to assist those who cannot self-evacuate. If you are aware of a situation involving a resident who is not on the mobility impaired list, please notify emergency personnel on-site when it is safe to do so. Remember, it is the responsibility of the Fire Department personnel to eliminate the source of the emergency situation first to insure that the problem does not get worse.