



CHAPEL POINTE

Fire Evacuation Procedures

A. When an Alarm Sounds:

1. All owners must evacuate the building immediately.
2. Owners should exit to the nearest and safest stairwell either to the 1st floor and exit out through the lobby to the parking lot or to the basement and exit out through the rear exits or the garage doors.
3. Once owners have made it safely outside, they should proceed to the designated assembly area. The designated area is the sidewalk area along Vista Circle between the front and back driveways into Chapel Pointe near bushes and green box. A Map has been included with these procedures to designate the general area.
4. All owners are to remain in the assembly area and wait for the Fire Department to clear the building for re-entry.

B. If You Discover a Fire in Your Unit or in the Common Areas:

1. Pull the nearest alarm lever to activate the fire alarm system and evacuate via the nearest and safest stairwell.
2. Call 9-1-1 and then notify the Building Manager.
3. Proceed to the designated assembly area and wait for further instructions from the emergency personnel.
4. Do not re-enter the building until the Fire Department clears the building for re-entry.

C. Reminders:

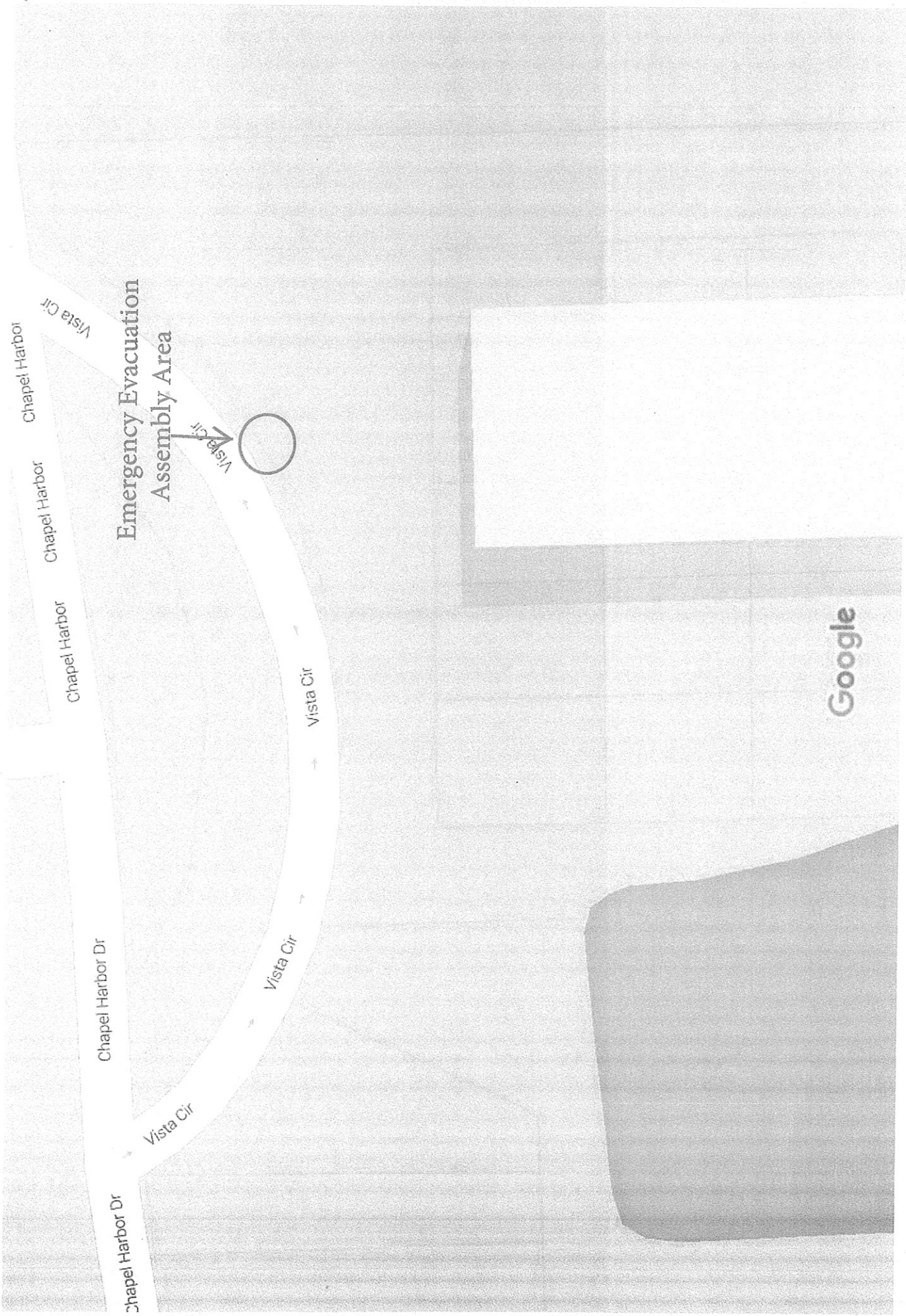
1. Make sure to feel all doors with the back of your hand before opening them, if the door is warm or door knob feels hot, do not open the door. If they are cool to the touch the door should be opened slowly as there still may be a fire or smoke on the other side.
2. In the event of smoke, keep low even to the point of crawling on your hands and knees.
3. If you are unable to safely exit to a stairwell, remain in your home with the door shut.

4. If Smoke, Fire, or Medical Issues prevent you from leaving your home:
 - a. Make sure that all windows and doors are shut, as any air drafts will only fuel the fire and cause it to spread faster.
 - b. Fill any cracks underneath the doors and ventilation ducts with a wet sheet or towel to reduce the amount of smoke entering your home.
 - c. A white towel or sheet should be hung outside of your home, to indicate to emergency personnel that someone is stuck inside.
 - d. Additionally, if it is dark out a flash light can be used to signal emergency personnel.
5. If smoke is present in your home stay as low possible, and cover your mouth with a damp towel, to reduce the amount of smoke inhalation.
6. Stay in the most visible area as possible, to ensure fire personnel can find you when they reach your home.
7. Evacuation maps are located on all floors.
8. Avoid the elevators, unless the fire department directs you to use them.
9. If owners who may be unable to leave their residences feel the need to wear hearing protection in order to dampen the sound of the fire alarm, it is highly recommended that the hearing protection that is used does not fully block out sounds as emergency personnel may be trying to get your attention in order to locate you for rescue and will be unable to do so if you cannot hear them.
10. If you feel that you would require additional assistance in the event of an evacuation due to medical or other restraints, it may be advisable to contact the local fire department to let them know of your situation so that they can make note in their files of your location and that you require additional assistance in the event of an evacuation. The non-emergency number for the Aspinwall Volunteer Fire Department is (412) 781-0447.
11. Once you get out, **Stay Out! Never** go back into the building until the fire department clears the building for re-entry.

D. When Calling 9-1-1

1. Identify yourself (caller)
2. Identify your location (address, specific home number, etc.).
3. Specify the nature of the call (fire, medical, etc.).
4. Indicate the location of the emergency (address, specific home number, etc.).
5. Indicate the location of injured and special needs individuals.
6. Do not hang up until the 9-1-1 dispatcher operator tells you to do so.

Thank You,
Chapel Pointe at Chapel Harbor Condominium Association Board



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