

FIRE & FIRE DRILL PROCEDURES



Admiralty Club

CONDOMINIUM

Original
Revised

October, 2002
April, 2005

PRS

IMPORTANT NOTICE

TO: Unit Occupants (Owners & Renters)

RE: **FIRE DRILL**

DIRECTIONS:

- During a Fire Drill, **DO NOT CALL 911.**
- With the exception of “individuals needing HELP (assistance), everyone is expected to exit (vacate) by following the exit directions posted at each end of the walkways.
Individuals needing “Help” for this Drill may stay in your unit – however, be prepared to answer questions regarding your actions in a real fire or alarm sounding.
- When you leave your unit, please place the green tag on the outside doorknob.

NOTE: to store green tag, place on hook inside closet door near front entrance

All individuals are expected to participate in fire drills and follow instructions in your “Fire & Disaster” manual.

FIRE DO'S AND DON'TS

When you hear the fire alarm:

DO

- Respond immediately. Stay calm.
- Call 911 whether the fire is in your unit or not.
- Activate the fire alarm by the "manual pull station" as you pass it. If the alarm is already sounding, do not pull the alarm.
- Knock on your neighbor's door as you pass. **DO NOT LINGER!**
- Be cognizant of your dedicated assembly area.
- Insist that your guests register, as per rule, and inform your guests of the fire procedure.
- Place your green tag on your door as you exit.

DO NOT

- Be embarrassed about reporting a fire.
- Disregard fire alarms or drills.
- Stay in your unit – **EXIT as directed above.**

INDIVIDUALS NEEDING ASSISTANCE

1. Register your problem and the extent of your capacities with the office.
2. Disconnect all O2 (oxygen) and take mobile tank with you, if absolutely necessary.
3. Proceed immediately to your designated EXIT and wait for assistance.
4. If the fire is on your floor – go into the stairwell and close the door behind you. **DO NOT ATTEMPT TO GO DOWNSTAIRS!**

IMPORTANT

Your cooperation is expected and appreciated.
Your suggestions are encouraged.

FIRE – ITS PREVENTION AND ACTION

When a fire is in your unit or any unit within our condo, it is extremely important to keep in mind “the life you save may be your own”.

STEPS TO TAKE IF THE FIRE IS IN YOUR UNIT

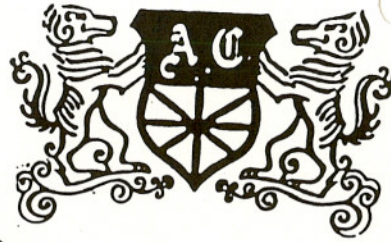
1. If the FIRE is in a cooking utensil – immediately place a cover on the utensil and turn off the burner.
2. If this does not control the FIRE – call 911 immediately!
3. If oxygen tanks are present – shut off the O2.
4. Close your patio door and other doors if time permits.
5. Exit your unit through the front door or patio door (whichever you feel best) and close the door behind you.
6. Activate the FIRE ALARM as you pass by.
7. Exit the building by the designated route.
8. Report to assembly area.
9. Report to representative.

STEPS TO TAKE WHEN FIRE IS NOT IN YOUR UNIT

1. Call 911 immediately!
2. Turn off oxygen.
3. Shut patio door.
4. Close all other doors if there is time.
5. Exit through your front door. Activate the FIRE ALARM as you pass. If the fire does not allow you to exit your front door, exit your patio door and close it behind you.
6. Exit the building by the designated route.
7. Report to assembly area.
8. Report to representative.

WHEN FIRE ALARM SOUNDS

1. Call 911 immediately!
2. Close your patio door and all other doors if there is time.
3. Exit through your front door and immediately exit the building by your designated route.
4. Proceed to assembly area.
5. Report to representative.



FIRE EXIT ROUTE

THE Admiralty Club CONDOMINIUM

Admiralty Club Condominium
3606 S. Peninsula Drive
Port Orange, FL 32127

