

## **FIRE SAFETY INSTRUCTIONS VILLAS**

If you notice smoke or fire, remain calm and do the following:

- Locate a pull the fire alarm box closest to where you are. The pull stations are monitored and will automatically inform the Fire Department they are needed.
- **VILLAS 121 THRU 224 DO NOT HAVE FULL STATIONS – CALL 911 OR GO TO THE CLOSEST PULL STATION AND ACTIVATE IT!**
- If you have alerted the Fire Department by means of the pull station – if it is safe for you to do so – dial 911 to give the Fire Department a clearer location of where the fire or smoke is located.
- In addition, if it is safe to do so, contact Security at 421-8452 to advise them of the situation and the location of the problem.

In a life threatening situation see to your own health & welfare first by moving to a safe location and activating a fire pull station on your way to safety. **YELL FIRE AS YOU TRAVEL.** Neighbors not immediately affected by the danger will assist in making phone calls.

Become familiar with the locations of fire alarm pull stations and fire extinguishers. For the villas they are located on the exterior walkways. In the tower pull stations and fire extinguishers are located in the common area hallways, lobbies, recreation room and upper and lower level parking.

**FIRE ALARM** – If the fire alarm is sounding in your building, if possible, close all windows and room doors then leave the unit closing the entry door behind you. Before opening your entry door, test your door for heat with the back of your hand. If the door is hot, stay in the unit and seal the door with wet towels. Dial 911. Stay close to the floor, as the air will be clearer there.

**EVACUATION** – Villa residents, who are evacuating their units, should congregate in the lower level-parking garage. Tower residents, who are evacuating their units, should congregate in the small parking lot by villas 121 thru 224. These locations will keep residents out of the way of emergency personnel so that they can do their job without interference or confusion.

**PLAN AN EVACUATION ROUTE** – The villas have a wooden frame roof. Consequently fire will spread faster in the villas than the tower. Plan an evacuation route and an alternative if the main exit to your unit is blocked. Review your emergency evacuation plans with all residents and guests in your unit on a periodic basis so that all are familiar with the procedure and can respond quickly if necessary.

**YOU ARE APART OF THE PALMA 5 COMMUNITY, PLEASE TAKE NOTE OF WHO YOUR NEIGHBORS ARE AND WHO MAY NEED ASSISTANCE IN AN EMERGENCY.**

**THE FIRE DEPARTMENT REQUESTS THAT IN AN EVACUATION SITUATION THAT RESIDENTS GATHER IN ONE AREA. THIS ALLOWS EMERGENCY PERSONNEL TO QUESTION RESIDENTS TO HELP THEM DETERMINE WHO MAY STILL BE IN THE BUILDING IN NEED OF HELP.**

**IN ALL EMERGENCY SITUATIONS STAY CALM AND PROCEED QUIETLY TO MINIMIZE CONFUSION.**

Smoke detectors are required by law in every condominium unit.

**WHEN YOU HEAR ANY ALARM BE ALERT FOR APPROPRIATE ACTIONS!**