

## Fire Safety Procedures

### General Tips:

- **Report any Fire hazards to Building Personnel immediately**
- **Be aware of the location of Fire extinguishers and Fire alarm pull stations in the building**
- **Be familiar with the Building Evacuation plan and all emergency exits**
- **Remember in the event of a Fire, elevators will not be available**
- **Never disconnect your smoke alarm, and test it regularly**
- **If the smoke alarm in your unit should go off because of excessive smoke (burnt toast, broiler, etc.), DO NOT OPEN your door to allow smoke into the hallway. Notify the Front Desk immediately even if smoke is contained in unit.**

### If you hear the Fire Alarm:

The Portland Fire Bureau recommends:

1. If there is no fire or smoke evident in the hallway on your floor, **remain in your unit**. However, be prepared to leave if directed to do so. **If you require Special Assistance wait in your unit for the Fire fighters**. They will assist you in evacuating the building.
2. If you **do not need assistance** and are instructed to evacuate the building, **use the stairs**.
3. As you use the stairs, remain calm. Do not run. Shut all doors behind you and proceed down the stairs.
4. If stairs are filled with smoke, exit through nearest exit and proceed to alternate stairwell.
5. Upon exiting the stairs go to the Terrace Room {our designated safe area}. Do not congregate in the lobby and do not block exits.
6. The designated outside waiting area will be the Terrace Room patio, where all residents are urged to stay until the emergency is over.
7. Do not go back into the building until fire fighters or wardens indicate that it is safe.





### If you discover a Fire:

The Portland Fire Bureau recommends:

1. Get people out of the area and activate the pull alarm.
2. Alert the Front Desk and call 911. Be prepared to give the location and extent of the Fire.
3. ***Attempt to control or extinguish the fire only if it is small and proper Fire fighting equipment is available.***
4. If control of the fire is not possible, close all doors and windows to confine the spread of the fire and evacuate using Fire exits.
5. If you evacuate the building, **use the stairs**. The Fire Department controls the elevators after the alarm sounds.
6. As you use the stairs, remain calm. Do not run. Shut all doors behind you and proceed down the stairs.
7. If stairs are filled with smoke, exit through nearest exit and proceed to alternate stairwell.
8. Upon exiting the stairs go to the Terrace Room {our designated safe area}. Do not congregate in the lobby and do not block exits.
9. The designated outside waiting area will be the Terrace Room patio, where all residents are urged to stay until the emergency is over.
10. Do not go back into the building until fire fighters or wardens indicate that it is safe.

***It is important that you exercise good judgment and common sense at all times because each emergency is different***

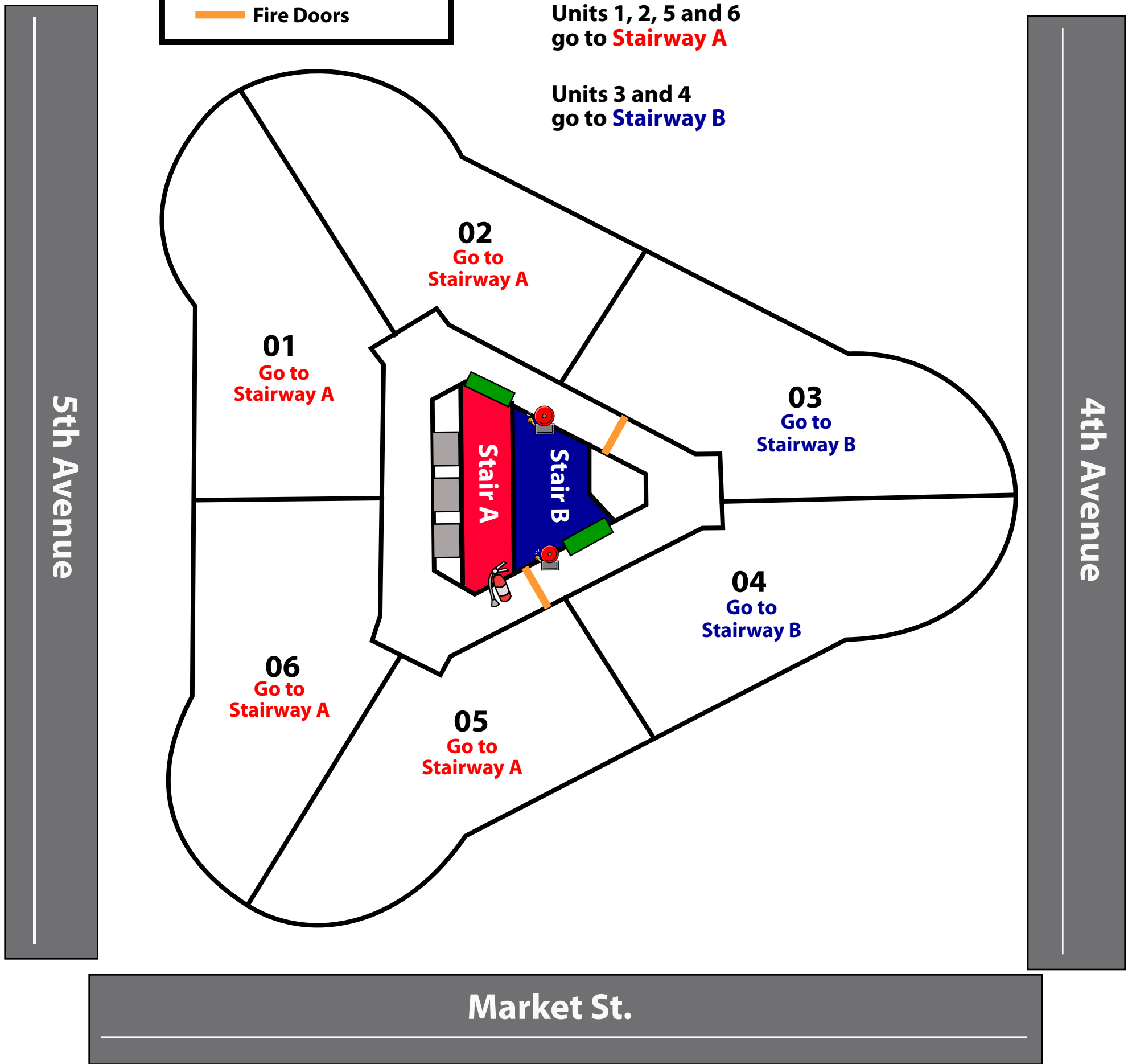
**LEGEND**

-  Fire Escape
-  Fire Alarm
-  Fire Extinguisher in Hose Cabinet
-  Fire Doors




**EVACUATION PLANS FOR FLOORS:  
2, 4, 6, 8, 10, 12, 15, 17, 19, 21, 23, 25**

Units 1, 2, 5 and 6  
go to **Stairway A**

Units 3 and 4  
go to **Stairway B**



**LEGEND**

-  Fire Escape
-  Fire Alarm
-  Fire Extinguisher in Hose Cabinet
-  Fire Doors

**EVACUATION PLANS FOR FLOORS:  
3, 5, 7, 9, 11, 14, 16, 18, 20, 22, 24, 26**

Units 1, 2, 5 and 6  
go to **Stairway B**

Units 3 and 4  
go to **Stairway A**

